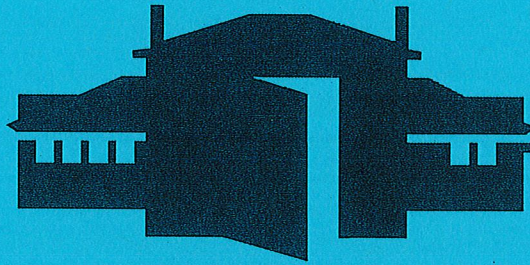


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

**Serving Dexter, Lima, Lyndon & Sylvan
Townships and the City of Chelsea**

**February 21, 2017
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, February 21, 2017—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

Oath of Office for TJ Helfferich

6:50 Compulsory Segments

Minutes Approval – January 17, 2017

Approval of the January Operational Checks

Approval of January Financial Reports

Director's Report & Friends Report

Strategic Plan Report

7:05 Public Comment

7:10 Stephanie Willette, Chelsea Farmer's Market

David Pittman, Make This World Foundation/Community Radio

7:40 Actions Items

1. January Donations

L. Coryell

2. 2016 December Donations

L. Coryell

7:55 Reports

Policy Committee

Finance Committee

Personnel Committee

Search Committee

Nominating Committee

8:05 Public Comment

8:10 Other Items

8:15 Adjourn

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, January 17, 2017 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Susan Lackey, Anne Merkel

Trustees Absent: TJ Helfferich – with notice

Staff: Director L. Coryell, Assistant Director L. Ballard, T. Lancaster & C. Berggren.

Guests: None

Welcome and Call to Order

J. Wilczynski called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Discussion Item #4 LSTA Grant

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the agenda as revised.
Discussion: None All Ayes: 6-0

Oath of Office: Honorable Patrick J. Conlin administered the oath of office to the board members present.

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the minutes of the December 20, 2017 Board Meeting. Discussion: None All Ayes: 6-0

Closed Session:

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the closed session minutes of the December 20, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the General Fund Operational checks for December 2016. Discussion: Board decided to keep General Fund Operational Checks as a separate segment from Financial Reports. All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the Financial Reports for December 2016. Discussion: General approval of finances. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

1. Emily Meloche resigning to take administrative position at Silver Maples. Will be leaving in two weeks. Position has been posted and several resumes received already.
2. Bookmarks for Washtenaw Reads event, which is at Rackham Auditorium in Ann Arbor on Feb. 7 from 7-9:00pm.
3. Staff meeting will discuss talking points for defusing irritable patrons.

- * C. Taylor mentioned that although the overwhelming feedback on the "What We Carried" display has been positive, there have been some negative comments.
4. Working on Useable Library Space Outdoors: making a fairy garden and having a piano concert.
- *June ribbon cutting for Fairy Garden.
- *Changing to "destination space" instead of just a pass-through space.
5. Dashboard: C. Taylor noticed that eBook numbers were rising; E. Sensoli wondered if there was a way to track Hot Spot numbers in different locations; J. Carr asked about how decisions are made about Zinio Magazines; E. Sensoli noted that the managed budget looked great.

Friends Report Update:

L. Coryell gave the Friends update:

1. Friends don't meet in January.
2. At the Feb. 4 meeting the library will make its annual funding request (our wish list) for 2017 Friends funding.

Strategic Plan Update:

L. Coryell noted that she is still in contact with Kerry and Griffin about plan roll outs and are still working out the metrics for reviewing success of the plan. Progress has already occurred on a lot of the goals—L. Coryell mentioned specifically 3.2 Inclusion and passed around photos taken from a special needs story time event. Also mentioned was 1.2 Revenue Sources and a grant (LSTA) the library hopes to apply for.

Public Comment:

None

Action Item #1: Approval of the 2017 Officers

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve 2017 officers as presented. Discussion: C. Taylor thanked out-going President J. Wilczynski, as well as the other officers, for their excellent work.

All Ayes: 6-0

President C. Taylor took over the meeting.

Action Item #2: 2016 Board Committees

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the presented 2017 Committee appointments. Discussion: C. Taylor noted all committee participation and thanked TJ. Helfferich and S. Lackey for each working on three separate committees.

All Ayes: 6-0

Action Item #3 Donations and Budget Adjustments (revised)

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve and acknowledge the presented 2016 December donations of \$7,126.67 and budget adjustments. Discussion: Noted that the original number had been revised upward by \$350 to \$7,126.67.

All Ayes: 6-0

Discussion Item #1: January 2017 Budget Adjustments

Due to changes in service to printers, money needs to be moved to different lines.

Moving out of supplies budget and into maintenance budget.

MOTION made by J. Carr, SECONDED by J. Wilczynski to move Discussion Item #1 to Action Item #4. Discussion: None.

All Ayes: 6-0

Action Item #4: January 2017 Budget Adjustments

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the presented budget adjustments for 2017. Discussion: None. All Ayes: 6-0

Discussion Item #2: 2016 to 2017 Budget Carryovers (revised)

These are items that were in the 2016 budget and need to be carried over to 2017.

MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #2 to Action Item #5. Discussion: None. All Ayes: 6-0

Action Item #5: 2016-2017 Budget Carryovers

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to approve the presented 2016 to 2017 budget carryovers. Discussion: None. All Ayes: 6-0

Discussion Item #3: Library Tax Capture Relief Bills

- L. Coryell explained that TIFA funds will now be allocated to libraries, after recent signing on new Michigan law. This will, in theory, add more revenue, though the city has already taken the amount (over \$23,000) out of the tax check the library received. This amount has previously gone to fund the DDA and some of it still will to pay for the parking lot. How much of this money will be recovered and how and when that will occur is still TBD.
- J. Carr asked if there were other entities that help fund the DDA, and there are other sources.
- S. Lackey explained that this is a long-standing issue that has to do with whether all money for specific purposes that the public voted to fund is going to that purpose. She recommended that the library look at what the DDA is using that money for and if it's being allocated for the good of the library (How does the DDA use that money? How do we benefit from that?). She also asked who is the expert on this new legislation at the state level.
- J. Carr stated that she would like a specific breakdown of how the DDA uses this money.
- C. Taylor recommended that this topic continues as an ongoing discussion item.

Discussion Item #4: LSTA Grant

L. Coryell is seeking the board's approval of the library's Library Services and Technology Act Grant to support a mobile library unit.

MOTION made by J. Wilczynski, SECONDED by A. Merkel to move Discussion Item #4 to Action Item #6. Discussion: L. Coryell explained that this is a \$400,000 grant over three years with a filing deadline of January 31. Production of the vehicle (Rover) would be roughly \$150,000 and Hoekstra has designed a layout and offered a 5% discount on the Rover. L. Coryell shared a write-up of the plan and stated that the Rover would require two 20-hour employees to operate. All costs would be funded by the grant for the initial three years. E. Sensoli wondered how the Rover would benefit some of the more rural township area, though all members were enthusiastic about the grant/Rover.

All Ayes: 6-0

Action Item #6: LSTA Grant

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve the library's application to the Library Services and Technology Act Grant to support a mobile library unit. Discussion: None.

All Ayes: 6-0

Committee Reports

Policy Committee – When policies are ready, set date

Finance Committee –No report

Personnel Committee – No report

Fundraising Committee – Set date

Nominating Committee – No report

Public and Board Comment:

C. Berggren reminded new Treasurer J. Wilczynski to sign checks on Thursday.

Other Items:

3-D Printer was discussed, as how to best make use of it.

Adjourn:

MOTION made by J. Wilczynski, SECONDED E. Sensoli to adjourn the meeting at 8:15p.m.
All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Performance to Budget
Current Month and Year to Date

	Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
402 · District Revenue	827,294	1,613,369	(786,075)	51%
501.001 · Grants	1,000			
539.000 · State Grants	0			
540.100 · State Aid	0	8,500	(8,500)	0%
574.100 · Penal Fines	0	23,000	(23,000)	0%
607.100 · Non-Resident Fees	696	5,500	(4,804)	13%
645.100 · Copiers & Printers	92	7,500	(7,408)	1%
655.100 · Circulation Fines	1,650	23,500	(21,850)	7%
665.100 · Interest	21			
666.100 · Investment Earnings	6	45,500	(45,494)	0%
666.500 · Investment Change in Value	354			
674 · Contribution & Donation-Public	1,260	22,650	(21,390)	6%
675 · Donations Private	0	1,000	(1,000)	0%
Total Income	832,373	1,750,519	(918,146)	48%
Gross Profit	832,373	1,750,519	(918,146)	48%
Expense				
701 · Personnel Expenses	46,315	1,066,156	(1,019,841)	4%
727 · Supplies	1,386	17,200	(15,814)	8%
801 · Professional Services	12,400	61,075	(48,675)	20%
803 · Maintenance Service Contracts	3,182	116,769	(113,587)	3%
850 · Telecommunications	(2,411)	31,178	(33,589)	(8%)
880 · Promotional Materials	2,213	55,745	(53,532)	4%
884 · Programming	3,929	83,650	(79,721)	5%
885 · Volunteer	0	2,250	(2,250)	0%
920 · Utilities	0	60,100	(60,100)	0%
960 · Board Expense	268	3,350	(3,082)	8%
965 · Automation Services	14,383	46,212	(31,829)	31%
967 · Equipment	2,195	23,800	(21,605)	9%
969 · Continuing Education Expenses	641	21,102	(20,461)	3%
980 · Capital Expense	0	37,500	(37,500)	0%
982 · Collection Expense	845	183,973	(183,128)	0%
Total Expense	85,346	1,810,060	(1,724,714)	5%
Net Ordinary Income	747,027	(59,541)	806,568	
Other Income/Expense				
Other Expense				
999.001 · Transfer to Capital Improvement	0	(22,500)	22,500	0%
999.002 · Transfer to Capital Reserve Fun	0	5,000	(5,000)	0%
999.025 · Carry from General Fund	0	(42,041)	42,041	0%
Total Other Expense	0	(59,541)	59,541	0%
Net Other Income	0	59,541	(59,541)	0%
Net Income	747,027	0	747,027	100%

02/14/17

Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
01/05/2017	12192016ST	Alerus Financial	01/06/17 PR	1,740.92
01/06/2017	PR01062017		RETIREMENT	-1,740.92
01/19/2017	01022017ST	Alerus Financial	01/20/17 PR	1,812.44
01/20/2017	PR01202017		RETIREMENT	-1,812.44
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
01/01/2017	PRAccr2016R		Accrue 01/06/2017 PR	-31,046.25
01/01/2017	AddlPRAccR		Reverse of GJE AddlPRAcc -- Addl PR Accrual per Auditors	-2,403.99
01/06/2017	PR01062017		WAGES	36,023.34
01/20/2017	PR01202017		WAGES	35,162.13
Total 701.100 - Wages - Other				37,735.23
Total 701.100 - Wages				37,735.23
701.110 - Retirement-Contributions				
01/05/2017	12192016ST	Alerus Financial	01/06/17 PR	1,586.85
01/06/2017	PR01062017		RETIREMENT PICK UP	-1,586.85
01/19/2017	01022017ST	Alerus Financial	01/20/17 PR	1,303.21
01/20/2017	PR01202017		RETIREMENT PICK UP	-1,303.21
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
01/06/2017	PR01062017		401 A MATCHING	1,254.43
01/20/2017	PR01202017		401 A MATCHING	1,254.43
Total 701.115 - 401A Retirement Matching				2,508.86
701.200 - FICA				
01/01/2017	AddlPRAccR		Accrue 1/6/2017 PR FICA	-2,599.00
01/06/2017	PR01062017		FICA EMPLOYER	2,755.85
01/20/2017	PR01202017		FICA EMPLOYER	2,689.99
Total 701.200 - FICA				2,846.84
701.300 - Flex Benefits				
01/01/2017	InsPrepayR		Unum Life - January 2017	653.84
01/06/2017	PR01062017		Dep Life (CA & DL & HI)	-10.81
01/19/2017	01102017ST	Unum Life Insurance Co.	2017 Premium February	653.84
01/20/2017	PR01202017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				1,286.06
701.500 - Workers Comp				

Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Num	Name	Memo	Paid Amount
01/01/2017	PrePay2017R		2017 Workmen's Comp Policy	1,938.00
	Total 701.500 · Workers Comp			1,938.00
	Total 701 · Personnel Expenses			46,314.99
727 · Supplies				
727.200 · General Operations				
01/01/2017	AccrAP161R			-57.13
01/05/2017	12282016Costco	Ballard, Linda P.	L. Ballard Costco	57.13
01/11/2017	DepSlips		mat, markers, scissors, hangers	64.61
01/19/2017	177182519		4 Packs of Deposit Slips	485.98
01/19/2017	462217	Intuit Software	Laser Checks & Envelopes	80.20
01/19/2017	462137	Smart Office Solutions	Stapler / Paid Stamp	108.30
01/19/2017	461794	Smart Office Solutions	Miscellaneous Supplies	12.19
01/19/2017	461741	Smart Office Solutions	Stapler	59.31
			General Supplies	
	Total 727.200 · General Operations			810.59
727.300 · Material Processing				
727.330 · Matl Processing Other				
01/19/2017	6041544	Demco Inc.	New Labels	59.70
01/19/2017	331 AAA	ELM USA Inc	Pads, Polishing Compound, Filters	146.86
	Total 727.330 · Matl Processing Other			206.56
727.340 · Repairs				
01/19/2017	6041544	Demco Inc.	Tape	77.30
	Total 727.340 · Repairs			77.30
	Total 727.300 · Material Processing			283.86
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
01/19/2017	34095	Trail Supply LLC	Trifold Towels	23.80
01/19/2017	34118	Trail Supply LLC	Bath tissue	41.00
01/19/2017	34237	Trail Supply LLC	Bath tissue & Towels	88.60
	Total 727.510 · Cleaning Paper Products			153.40
727.520 · Cleaning Supplies				
01/01/2017	AccrAP161R			-7.26
01/05/2017	300653614	Cintas Corporation-300	Cintas	7.26
01/19/2017	300662973	Cintas Corporation-300	Soap	7.26
	Total 727.520 · Cleaning Supplies			7.26
727.530 · Cleaning Rugs				
01/01/2017	AccrAP161R			-54.07
01/05/2017	300653614	Cintas Corporation-300	Cintas	54.07
			Rugs 12/23/2016	

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Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Num	Name	Memo	Paid Amount
01/19/2017	300662973	Cintas Corporation-300	Rugs 01/06/2017	54.07
Total 727.530 · Cleaning Rugs				54.07
Total 727.500 · Cleaning				214.73
727.700 · Postage				
727.710 · Postage- Circulation Notices				
01/19/2017	57595	The Library Network	4th Qtr 2016 Circulation Notices	101.83
01/19/2017	APAccr2016R		The Library Network	-101.83
Total 727.710 · Postage- Circulation Notices				0.00
727.720 · Postage-Operating Postage				
01/05/2017	1002867019	Pitney Bowes	Rental Fee - 01/16/17 - 04/15/2017	76.25
01/19/2017	01092017ST	Keybank	UPS - Ship Mobile Hotspots for Processing	14.56
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-14.56
01/20/2017			Circ Receipts	0.57
Total 727.720 · Postage-Operating Postage				76.82
Total 727.700 · Postage				76.82
Total 727 · Supplies				1,386.00
801 · Professional Services				
801.040 · Bookkeeper				
01/05/2017	201701	Budzinski & Associates	1/2 January 2017 Billing	450.00
01/19/2017	201702	Budzinski & Associates	1/2 January 2017 Billing	450.00
Total 801.040 · Bookkeeper				900.00
801.041 · Payroll Services				
01/01/2017	AccrueAPR		Reverse of GJE AccrueAP -- Payroll11 December 2016	-236.30
Total 801.041 · Payroll Services				-236.30
801.070 · Computer Specialist				
01/18/2017	CW23289	CTS Companies	Overhead speakers issue	124.00
01/18/2017	CW26532	CTS Companies	Overhead speakers issue	-124.00
01/19/2017	CW23289	CTS Companies	Overhead speakers issue	49.00
01/19/2017	APAccr2016R		CTS Companies	-173.00
01/19/2017	APAccr2016R		CTS Companies	124.00
Total 801.070 · Computer Specialist				0.00
801.071 · Website Development				
01/01/2017	AccrAP161R		Koepping, Luna Marie	-390.00
01/01/2017	AccrAP161R		Koepping, Luna Marie	-435.00
01/05/2017	DEC2016B	Koepping, Luna Marie Elizabeth	Authors in Chelsea / Sonic Sundays	390.00
01/05/2017	DEC2016C	Koepping, Luna Marie Elizabeth	Authors in Chelsea /MWLW/March Madness	435.00

02/14/17

Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Num	Name	Memo	Paid Amount
Total 801.071 · Website Development				
801.200 · Insurance				
801.210 · General Liability Insurance				
01/01/2017	PrePay2017R		2017 Business Policy	9,096.00
01/19/2017	12292016ST	Travelers	2017 Crime Insurance	865.00
Total 801.210 · General Liability Insurance				
				9,961.00
801.220 · Directors/Officers Insurance				
01/01/2017	PrePay2017R		2017 Management Policy	1,523.00
Total 801.220 · Directors/Officers Insurance				
				1,523.00
Total 801.200 · Insurance				
				11,484.00
801.300 · Banking Fees				
801.310 · Bank Fees				
01/31/2017			Service Charge	16.00
Total 801.310 · Bank Fees				
				16.00
801.350 · Credit Card Fee Circ				
01/06/2017	CCFee122016		12/2016 Fees	87.29
01/19/2017	APAccr2016R		Reverse of GJE APAccr20162 – December 2016 CC Fee	-87.29
Total 801.350 · Credit Card Fee Circ				
				0.00
Total 801.300 · Banking Fees				
				16.00
Total 801 · Professional Services				
				12,163.70
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
01/01/2017	AccrAP161R		Johnson Controls	-5,351.29
01/01/2017	AccrAP161R		R.D. Kleinschmidt	-175.00
01/05/2017	1-43202366935		New VFD	5,351.29
01/05/2017	50475	Johnson Controls	Roof / Gutter Maintenance	175.00
01/19/2017	01112017PROP	R. D. Kleinschmidt Inc.	Deposit-Profico Emergency Lights to LED	357.00
01/19/2017	2017-0110	Hawks & Associates Inc	Rewire Spine Lights	495.00
01/19/2017	18801	Hawks & Associates Inc	Connector Toilet Repair	221.00
01/19/2017	7152456578	Ken Cook's Plumbing and Heating Inc.	Elevator not going to 2nd Floor	608.88
01/19/2017	01092017ST	Schindler Elevator Corp	Joanns - Fabric for Accoustic Panels	49.66
01/19/2017	APAccr2016R	Keybank	Hawks & Associates	-495.00
01/19/2017	APAccr2016R		Ken Cook's Plumbing	-221.00
01/19/2017	APAccr2016R		Schindler Elevator Corp	-608.88
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-49.66
Total 803.010 · Maint Svc Contingency				
				357.00
803.100 · Copier				

Chelsea District Library

List of Checks for Board Approval

January 2017

02/14/17

Date	Nu	Name	Memo	Paid Amount
803.101 · Public Copier				
01/01/2017	AccrAP161R	Wells Fargo Bank N.A.	Wells Fargo Bank N.A.	-161.00
01/05/2017	66123374	J. McEldowney Inc..	Public Copier December 2016	161.00
01/19/2017	80342		December Public Copy Maintenance	128.23
01/19/2017	APAccr2016R		J McEldowney Inc	-128.23
Total 803.101 · Public Copier				0.00
803.102 · Staff Copier				
01/05/2017	66151904	Toshiba Financial Services	Jan 2017 Staff Copier Lease & Maintenance	561.56
Total 803.102 · Staff Copier				561.56
Total 803.100 · Copier				561.56
803.300 · Technology				
803.395 · Website Hosting & Service				
01/19/2017	01092017ST	Keybank	LiveStream-Annual Basic Yearly Plan	499.00
Total 803.395 · Website Hosting & Service				499.00
Total 803.300 · Technology				499.00
803.400 · Alarm Monitoring				
803.410 · Security				
01/19/2017	7394	Pikk Services LLC	Alarm System Feb 2017 to Jan 2018	324.00
Total 803.410 · Security				324.00
Total 803.400 · Alarm Monitoring				324.00
803.600 · Building Maintenance				
803.605 · Janitorial				
01/01/2017	AccrAP161R	A Production Cleaning Company Inc.	Reverse of GJE AccrAP161 -- A Production	-1,440.85
01/05/2017	11094	A Production Cleaning Company Inc.	Cleaning 12/18-12/31/2016	1,440.85
01/19/2017	11103	A Production Cleaning Company Inc.	Cleaning 01/01-01/14/2017	1,440.85
Total 803.605 · Janitorial				1,440.85
803.610 · Lawn/Snow Service				
803.612 · Snow				
01/19/2017	S16415	Osinski Inc.	Snow - 12/17-12/18/2016	167.00
01/19/2017	APAccr2016R		Osinski, Inc	-167.00
Total 803.612 · Snow				0.00
Total 803.610 · Lawn/Snow Service				0.00
803.620 · Trash				
01/19/2017	17730	City of Chelsea	December 2016 Trash Pickup	40.00
01/19/2017	APAccr2016R		City of Chelsea	-40.00

Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Nu	Name	Memo	Paid Amount
Total 803.620 · Trash				
Total 803.600 · Building Maintenance				0.00
Total 803 · Maintenance Service Contracts				1,440.85
Total 803 · Maintenance Service Contracts				3,182.41
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.121 · Director's Cell Phone				
01/01/2017	AccrAP161R			
01/18/2017	9777566476	Verizon Wireless	Verizon Wireless	4.97
01/18/2017	9777794018	Verizon Wireless	Phone switched to WiFi Account	-4.97
01/19/2017	9777794018	Verizon Wireless	2017 Jan Director's Cell Phone	2.45
Total 850.121 · Director's Cell Phone				115.31
Total 850.100 · Local & Long Distance Charges				117.76
850.300 · TLN Internet Service				
850.310 · Internet				
01/18/2017	12312016ST	The Library Network	USF Deposit to MAF for Chelsea	-3,336.16
01/19/2017	57483	The Library Network	4th Qtr 2016 Internet Service	3,108.96
01/19/2017	APAccr2016R		The Library Network	-3,108.96
Total 850.310 · Internet				-3,336.16
850.311 · WiFi Hotspots				
01/01/2017	AccrAP161R		Amazon	-479.92
01/05/2017	257694327119	Amazon.com	Harddrives for WiFi Grant Laptops	479.92
01/18/2017	9777794018	Verizon Wireless	2017 Jan Library Hotspots	2.52
01/19/2017	261402854-025	Sprint	15 Hotspots Data Charges January 2017	686.08
01/19/2017	9777794018	Verizon Wireless	2017 Jan Library Hotspots	118.32
Total 850.311 · WiFi Hotspots				806.92
Total 850.300 · TLN Internet Service				-2,529.24
Total 850 · Telecommunications				-2,411.48
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
01/19/2017	2057-R	The Sun Times	Coupon Ad 01/11/17	60.00
Total 880.110 · Media Buy				60.00
Total 880.100 · Advertising				60.00
880.200 · Publications				
880.230 · Newsletter Postage				
01/19/2017	01172017POST	Postmaster	Postage for 2017 Spring/Summer Newsletter	2,000.00

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Total 880.230	Newsletter Postage			2,000.00
Total 880.200	Publications			2,000.00
880.300	Marketing Supplies			
880.310	Displays			
01/19/2017	01092017ST	Keybank	Displays2Go - Replacement Plexi Displays	211.13
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-211.13
Total 880.310	Displays			0.00
880.320	Misc Marketing Supplies			
01/01/2017	APAccr2017R		Reverse of GJE APAccr2017 -- Accrue Smart Office Marketi...	-45.39
01/19/2017	461741	Smart Office Solutions	General Supplies	45.39
01/19/2017	461838	Smart Office Solutions	Broken Mechanical Pencil	-2.89
01/19/2017	461851	Smart Office Solutions	Replace Mechanical Pencil	2.89
Total 880.320	Misc Marketing Supplies			0.00
Total 880.300	Marketing Supplies			0.00
880.400	Program Promotion			
880.410	Adult Program Promotion			
880.412	Midwest Literary Walk			
01/01/2017	AccrAP161R	Print-tech Inc.	Print-Tech	-525.17
01/05/2017	235438		Midwest Lit Walk Banners	525.17
Total 880.412	Midwest Literary Walk			0.00
Total 880.410	Adult Program Promotion			0.00
880.420	Youth / Teen Promotion			
880.422	Authors in Chelsea			
01/19/2017	235682	Print-tech Inc.	Posters for Schools	112.22
Total 880.422	Authors in Chelsea			112.22
Total 880.420	Youth / Teen Promotion			112.22
880.430	Library Program Promotion			
880.431	General Library Prog Promotion			
01/01/2017	AccrAP161R		Print-Tech	-181.10
01/01/2017	AccrAP161R		Print-Tech	-77.64
01/01/2017	AccrAP161R		Print-Tech	-48.38
01/05/2017	235438	Print-tech Inc.	Washtenaw Reads Date Attachment	181.10
01/05/2017	235588	Print-tech Inc.	Washtenaw Reads Stickers	77.64
01/05/2017	235618	Print-tech Inc.	Washtenaw Reads Lobby Poster	48.38
Total 880.431	General Library Prog Promotion			0.00
880.433	Sonic Sundays			

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01/01/2017	AccrAP161R		Print-Tech	-527.88
01/01/2017	AccrAP161R		Print-Tech	-48.38
01/05/2017	235438	Print-tech Inc.	Banners & Date Attachments	527.88
01/05/2017	235618	Print-tech Inc.	Lobby Poster	48.38
Total 880.433 · Sonic Sundays				0.00
Total 880.430 · Library Program Promotion				0.00
Total 880.400 · Program Promotion				112.22
880.500 · Purchased Services				
880.510 · General Purchased Services				
01/19/2017	01092017ST	Keybank		30.85
01/19/2017	01092017ST	Keybank		9.99
Total 880.510 · General Purchased Services				40.84
Total 880.500 · Purchased Services				40.84
Total 880 · Promotional Materials				2,213.06
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
01/19/2017	04292017Dep	Chelsea Depot Association	Deposit - MLW 2017	150.00
01/19/2017	04292017Fee	Chelsea Depot Association	Rental & Cleaning-MLW 2017	200.00
01/19/2017	04292017DEP	First Congregational United Church Christ	Deposit MLW 4/29 Rental	50.00
Total 884.111 · Midwest Literary Walk				400.00
884.119 · General Adult Events				
01/19/2017	01172017HON	Andonian, Michelle	Andonian Honorarium	100.00
01/19/2017	01162017PRG	Kruger, Brian	MLK Program Honorarium	50.00
01/19/2017	01092017ST	Keybank	Chelsea Bakery-Gift Certificate for Trivia	50.00
01/19/2017	01092017ST	Keybank	USPS - Mail WWI Documents	6.45
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-50.00
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-6.45
Total 884.119 · General Adult Events				150.00
Total 884.110 · Adult Speakers				550.00
884.120 · Adult Supplies				
884.126 · General Adult Programs				
01/19/2017	011033456569	Amazon.com	Washtenaw Reads Display	78.72
Total 884.126 · General Adult Programs				78.72
Total 884.120 · Adult Supplies				78.72
884.130 · Chelsea Reads				

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Date	Num	Name	Memo	Paid Amount
01/19/2017	884.131 · Chelsea Reads 079691239124	Amazon.com	Washtenaw Reads Books	51.85
	Total 884.131 · Chelsea Reads			51.85
	Total 884.130 · Chelsea Reads			51.85
	884.210 · Youth Speakers			
	884.211 · Authors in Chelsea			
	884.953 · Youth Prog Rest Chelsea Ed Foun			
01/01/2017	AccrAP161R		Baker & Taylor-Program Account	-43.80
01/01/2017	AccrAP161R		Baker & Taylor-Program Account	-61.32
01/05/2017	2032495427	Baker & Taylor Program Account	Jennie Jacobson Books	43.80
01/05/2017	2032512701	Baker & Taylor Program Account	Gordon Korman Books	61.32
01/19/2017	2032532282	Baker & Taylor Program Account	Gordon Korman Books	65.38
01/19/2017	2032546020	Baker & Taylor Program Account	Gordon Korman Books	530.51
01/19/2017	2032560020	Baker & Taylor Program Account	Gordon Korman Books	118.61
01/19/2017	APAccr2016R		Baker & Taylor-Program Account	-65.38
01/19/2017	APAccr2016R		Baker & Taylor-Program Account	-530.51
	Total 884.953 · Youth Prog Rest Chelsea Ed Foun			118.61
	Total 884.211 · Authors in Chelsea			118.61
	884.212 · General Youth Programs			
01/19/2017	024049764406	Amazon.com	Supplies General/Outreach	209.99
01/19/2017	APAccr2016R		Amazon	-209.99
	Total 884.212 · General Youth Programs			0.00
	884.215 · Early Literacy			
01/19/2017	01122017ST	DeMea, Karla	01/12/2017 Story Time	50.00
01/19/2017	01152017BT	Maveal, Jackie	01/03, 01/10 BabyTimes(4)	200.00
	Total 884.215 · Early Literacy			250.00
	Total 884.210 · Youth Speakers			368.61
	884.220 · Youth Supplies			
	884.222 · General Youth Programs			
01/19/2017	024048105600	Amazon.com	Supplies General/Outreach	29.71
01/19/2017	024042170886	Amazon.com	Supplies General/Outreach	30.97
01/19/2017	APAccr2016R		Amazon	-29.71
01/19/2017	APAccr2016R		Amazon	-30.97
	Total 884.222 · General Youth Programs			0.00
	884.240 · Storytime Collection			
01/19/2017	024044944068	Amazon.com	Supplies General/Outreach	13.73
01/19/2017	APAccr2016R		Amazon	-13.73

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Date	Nu	Name	Memo	Paid Amount
Total 884.240 · Storytime Collection				
				0.00
Total 884.220 · Youth Supplies				
				0.00
884.260 · Teen Speakers				
884.264 · Teen General Programs				
01/19/2017	01282017PRG	Batthey, Beth	01/28 Teen Craft Program	180.00
Total 884.264 · Teen General Programs				
				180.00
Total 884.260 · Teen Speakers				
				180.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
01/19/2017	024047306292	Amazon.com	Supplies General/Outreach	371.29
01/19/2017	APAccr2016R		Amazon	-371.29
Total 884.272 · Teen General Programs				
				0.00
884.274 · Teen Lock-in				
01/19/2017	299766737618	Amazon.com	Teen Programming	179.30
01/19/2017	APAccr2016R		Amazon	-179.30
Total 884.274 · Teen Lock-in				
				0.00
Total 884.270 · Teen Supplies				
				0.00
884.400 · Sonic Sundays				
884.410 · Sonic Sundays				
01/19/2017	01152017PRG	Chelsea High School Bands	Sonic Sunday - Percussion Ensemble 1/15/17	200.00
Total 884.410 · Sonic Sundays				
				200.00
884.960 · Sonic Sundays Restricted Gift				
01/19/2017	01222017PRG	Ann Arbor Symphony Orchestra	Chamber Concert 01/22	1,000.00
01/19/2017	01112017PRG	Pierce, Mark E	Cross Bow Sonic Sunday	500.00
01/19/2017	01112017SS	Sygit, Jennifer D	Jen Sygit & Sam Corbin Sonic Sunday	500.00
01/19/2017	01112017JTTSS	Taylor, Jonathan Barahal	Jon Taylor Trio Sonic Sunday	500.00
Total 884.960 · Sonic Sundays Restricted Gift				
				2,500.00
Total 884.400 · Sonic Sundays				
				2,700.00
884.910 · Adult Programming Restricted				
884.930 · Oral History Restrictred Gift				
884.932 · MHC - World War I Grant				
01/19/2017	01132017EVAL	McClellan, Michelle	Project Evaluation - WWI	350.00
01/19/2017	APAccr2016R		McClellan, Michelle	-350.00
Total 884.932 · MHC - World War I Grant				
				0.00

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Date	Num	Name	Memo	Paid Amount
Total 884.930	Oral History Restrictd Gift			0.00
Total 884.910	Adult Programming Restricted			0.00
884.920	Youth Programming Restricted			
884.921	Youth Prog Rest Gifts Genl			
01/01/2017	AccrAP161R	Findaway	Findaway	-165.00
01/05/2017	204127	Findaway World, LLC	Launchpad Tablets	165.00
01/19/2017	266320954251	Amazon.com	Maker Space Items	50.43
01/19/2017	142243694769	Amazon.com	Maker Space Items	129.90
01/19/2017	APAccr2016R		Amazon	-50.43
01/19/2017	APAccr2016R		Amazon	-129.90
Total 884.921	Youth Prog Rest Gifts Genl			0.00
884.923	Youth Prog Rest Gifts SRP			
01/19/2017	2032532282	Baker & Taylor Program Account	SRP	220.22
01/19/2017	APAccr2016R		Baker & Taylor-Program Account	-220.22
Total 884.923	Youth Prog Rest Gifts SRP			0.00
Total 884.920	Youth Programming Restricted			0.00
Total 884	Programming			3,929.18
885	Volunteer			
885.200	Supplies			
01/19/2017	6091-32	Montange, Jeremy	VOY Plaque / Engraving	25.00
01/19/2017	APAccr2016R		Montange, Jeremy	-25.00
Total 885.200	Supplies			0.00
Total 885	Volunteer			0.00
920	Utilities			
920.110	City of Chelsea Water			
01/19/2017	01052017ST	City of Chelsea-Elect & Water	11-30-2016 to 12-29-2016	67.11
01/19/2017	APAccr2016R		City of Chelsea-Electric&Water	-67.11
Total 920.110	City of Chelsea Water			0.00
920.120	City of Chelsea Sewer			
01/19/2017	01052017ST	City of Chelsea-Elect & Water	11-30-2016 to 12-29-2016	146.12
01/19/2017	APAccr2016R		City of Chelsea-Electric&Water	-146.12
Total 920.120	City of Chelsea Sewer			0.00
920.130	City of Chelsea Electric			
01/19/2017	01052017ST	City of Chelsea-Elect & Water	11-30-2016 to 12-29-2016	2,749.70
01/19/2017	APAccr2016R		City of Chelsea-Electric&Water	-2,749.70

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Total 920.130 - City of Chelsea Electric				
920.150 - City of Chelsea Sprinkler				
01/19/2017	01052017ST	City of Chelsea-Elect & Water	11-30-2016 to 12-29-2016	28.47
01/19/2017	APAccr2016R		City of Chelsea-Electric&Water	-28.47
Total 920.150 - City of Chelsea Sprinkler				
920.200 - McKune Gas				
01/19/2017	01092017ST	DTE Energy	2016 December	1,896.86
01/19/2017	APAccr2016R		DTE Energy	-1,896.86
Total 920.200 - McKune Gas				
Total 920 - Utilities				
960 - Board Expense				
960.200 - Director Expense				
01/19/2017	02092017PRG	Comfort Inn	Bruce Szcodronski Fundraiser	70.00
01/19/2017	109572350361	Amazon.com	Festival of Tables Supplies	41.46
01/19/2017	01092017ST	Keybank	Jimmy Johns - Staff Holiday Lunch	112.82
01/19/2017	01092017ST	Keybank	Common Grill - Collaboration Lunch	87.08
01/19/2017	01092017ST	Keybank	Common Grill - Administrative Team Lun	96.56
01/19/2017	01092017ST	Keybank	Real Seafood - Lunch with Josie Parker AADL	59.50
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-112.82
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-87.08
Total 960.200 - Director Expense				
Total 960 - Board Expense				
965 - Automation Services				
965.100 - Bibliographic Database				
01/19/2017	57671	The Library Network	2017 1st Qtr Shared Services	2,277.10
Total 965.100 - Bibliographic Database				
965.200 - Shared Automation System				
965.210 - Online Catalog/Circulation				
01/19/2017	57671	The Library Network	2017 1st Qtr Shared Services	7,958.19
Total 965.210 - Online Catalog/Circulation				
Total 965.200 - Shared Automation System				
965.300 - Filtering and Printing System				
965.310 - Envisionware Clients				
01/05/2017	57449	The Library Network	2017 Envisionware Clients (1/1-12/31/2017)	652.84
Total 965.310 - Envisionware Clients				

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Total 965.300 · Filtering and Printing System				
965.400 · Delivery				
01/18/2017	57661	The Library Network	2017 TLN Delivery Charges	3,336.16
01/19/2017	57661	The Library Network	2017 TLN Delivery Charges	158.84
Total 965.400 · Delivery				
Total 965 · Automation Services				
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
01/01/2017	AccrAP161R		Great Lakes Ace Hardware	-18.03
01/05/2017	3707/154	Great Lakes Ace Hardware	Phone Cables for Office Realignment	18.03
01/19/2017	014737355979	Amazon.com	Upgrades for Grant Computers / Monitors & Stands Ref Des...	2,064.00
01/19/2017	1002916859	Pitney Bowes	Ethernet Adapter for Postage Meter	99.00
Total 967.120 · Computers				
Total 967.100 · Equipment Hardware				
967.200 · Equipment Software				
01/19/2017	01092017ST	Keybank	Jan 2017 Ninite Pro-Monthly non-Windows Updates	20.00
01/19/2017	01092017ST	Keybank	Jan - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
Total 967.200 · Equipment Software				
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
01/01/2017	AccrAP161R		Great Lakes Ace Hardware	-114.97
01/05/2017	3738/154	Great Lakes Ace Hardware	Drill / Bits	114.97
Total 967.330 · Equipment - non-Computer				
Total 967.300 · Equipment Furniture & Fixtures				
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
01/19/2017	969.110 · Director Travel	Coryell, Lori	LSTA Grant Application	148.48
Total 969.110 · Director Travel				
969.124 · Technology Services Travel				
01/19/2017	01132017ISL	Andrews, Ron	ILS Committee 01/13	42.05
Total 969.124 · Technology Services Travel				

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Date	Num	Name	Memo	Paid Amount
Total 969.100	Staff Travel			190.53
Total 969.001	Travel			190.53
969.300	Memberships			
969.500	Institutional Member			
969.510	Institutional Member Rotary			
01/19/2017	12312016ST	Rotary Club of Chelsea	Rotary 1st Qtr Charges	158.00
01/19/2017	0620390	Rotary Club of Chelsea	Rotary 2nd Qtr Charges	184.00
01/19/2017	APAccr2016R		Rotary Club of Chelsea	-158.00
01/19/2017	APAccr2016R		Rotary Club of Chelsea	-184.00
Total 969.510	Institutional Member Rotary			0.00
969.540	Institutional Member Chamber			
01/05/2017	Y8429	Chelsea Area Chamber of Commerce-New	2017 Chamber Membership	450.00
Total 969.540	Institutional Member Chamber			450.00
Total 969.500	Institutional Memberships			450.00
969.600	Staff Training			
969.620	Staff in Service			
01/19/2017	01092017ST	Keybank	Panera Bread-Staff in Service	184.46
01/19/2017	APAccr2016R		KeyBank (Credit Card)	-184.46
Total 969.620	Staff in Service			0.00
Total 969.600	Staff Training			0.00
Total 969	Continuing Education Expenses			640.53
980	Capital Expense			
975.200	Capital Maintenance			
01/01/2017	AccrAP161R		Hawks & Associates	-889.20
01/05/2017	2017-0104	Hawks & Associates Inc	Balance Phase 2 LED	889.20
Total 975.200	Capital Maintenance			0.00
Total 980	Capital Expense			0.00
982	Collection Expense			
982.100	Audio Books			
982.120	Adult Books on Disc			
01/01/2017	AccrAP161R		Midwest Tape	-9.99
01/01/2017	AccrAP161R		Midwest Tape	-419.88
01/01/2017	AccrAP161R		Midwest Tape	-147.98
01/01/2017	AccrAP161R		Midwest Tape	-59.99
01/05/2017	94616594	Midwest Tape	94616593 - Dec16 Audio Bks	9.99

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01/05/2017	94621413	Midwest Tape	94621413 - Dec16 Audio Bks	419.88
01/05/2017	94639017	Midwest Tape	94639017 - Nov16 Audio Bks	147.98
01/05/2017	94639019	Midwest Tape	94639019 - Dec16 Audio Bks	59.99
01/19/2017	94644847	Midwest Tape	94644847 - Dec Audio Bks	604.86
01/19/2017	94653410	Midwest Tape	94653410 - Dec Audio Bks	69.98
01/19/2017	94662060	Midwest Tape	94662060 - Dec Audio Bks	44.99
01/19/2017	APAccr2016R		Midwest Tape	-604.86
01/20/2017			Circ Receipts - L/D	-10.00
Total 982.120 · Adult Books on Disc				104.97
Total 982.100 · Audio Books				104.97
982.400 · Non Print				
982.450 · Youth Music CD				
01/01/2017	AccrAP161R		Baker & Taylor-Entertainment	-13.74
01/01/2017	AccrAP161R		Baker & Taylor-Entertainment	-7.23
01/05/2017	B36086120	Baker & Taylor-Entertainment	B36086120	13.74
01/05/2017	B38476080	Baker & Taylor-Entertainment	B38476080	7.23
Total 982.450 · Youth Music CD				0.00
982.460 · DVD Feature				
01/01/2017	AccrAP161R		Midwest Tape	-120.94
01/05/2017	94616591	Midwest Tape	94616591 - Nov16 Feat DVDs	120.94
01/19/2017	94673585	Midwest Tape	94673585 - Nov Feat DVDs	23.99
Total 982.460 · DVD Feature				23.99
982.461 · Lucky Day DVDs				
01/01/2017	AccrAP161R		Midwest Tape	-52.97
01/05/2017	94616593	Midwest Tape	94616593 - Nov16 LD DVDs	52.97
Total 982.461 · Lucky Day DVDs				0.00
982.480 · Youth Video DVD				
01/01/2017	AccrAP161R		Midwest Tape	-45.98
01/05/2017	94639016	Midwest Tape	94639016	45.98
Total 982.480 · Youth Video DVD				0.00
Total 982.400 · Non Print				23.99
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
01/01/2017	AccrAP161R		Baker & Taylor-Adult Large Print	-17.09
01/05/2017	2032528113	Baker & Taylor-Enhance Adult	2032528113	17.09
Total 982.710 · Adult Large Print				0.00

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982.720 - Adult Print General				
01/01/2017	AccrAP161R		Baker & Taylor-Adult	-189.09
01/01/2017	AccrAP161R		Baker & Taylor-Adult Yours Adult	-53.46
01/01/2017	AccrAP161R		Baker & Taylor-Adult Reference	-136.56
01/01/2017	AccrAP161R		Baker & Taylor-Unlabeled	-244.30
01/05/2017	2032530761	Baker & Taylor-Adult	2032530761	189.09
01/05/2017	2032522089	Baker & Taylor Books-Automatically Yours	2032522089	63.46
01/05/2017	2032530206	Baker & Taylor Reference Adult	2032530206	136.56
01/05/2017	2032508698	Baker & Taylor-Unlabeled	2032508698	244.30
01/19/2017	2032552938	Baker & Taylor-Adult	2032552938	44.67
01/19/2017	2032545322	Baker & Taylor Books-Automatically Yours	2032545322	141.48
01/19/2017	2032568243	Baker & Taylor Books-Automatically Yours	2032568243	125.24
01/19/2017	2032496069	Baker & Taylor-Unlabeled	2032496069	283.91
01/19/2017	2032501705	Baker & Taylor-Unlabeled	2032501705	19.97
01/19/2017	2032533802	Baker & Taylor-Unlabeled	2032533802	64.58
01/19/2017	APAccr2016R		Baker & Taylor-Adult	-141.48
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-283.91
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-19.97
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-64.58
01/20/2017			Circ Receipts - L/D	-25.99
Total 982.720 - Adult Print General				143.92
982.730 - Adult Ref.				
01/19/2017	2032553041	Baker & Taylor Reference Adult	2032553041	12.00
Total 982.730 - Adult Ref.				12.00
Total 982.705 - Adult Print				155.92
982.755 - Youth Print				
982.760 - Youth Print General				
01/01/2017	AccrAP161R		Baker & Taylor-Unlabeled	-112.91
01/01/2017	AccrAP161R		Baker & Taylor-Adult Yours Cats	-52.21
01/01/2017	AccrAP161R		Baker & Taylor-Adult Yours Cats	-158.50
01/05/2017	2032508698	Baker & Taylor-Unlabeled	2032508698	112.91
01/05/2017	2032506524	Baker & Taylor-Adult Yours Cats	2032506524	52.21
01/05/2017	2032531197	Baker & Taylor-Adult Yours Cats	2032531197	158.50
01/19/2017	2032530421	Baker & Taylor-Youth	2032530421	11.63
01/19/2017	2032559920	Baker & Taylor-Youth	2032559920	8.17
01/19/2017	2032557224	Baker & Taylor-Adult Yours Cats	2032557224	136.05
01/19/2017	2032496069	Baker & Taylor-Unlabeled	2032496069	13.39
01/19/2017	2032501705	Baker & Taylor-Unlabeled	2032501705	20.71
01/19/2017	2032533802	Baker & Taylor-Unlabeled	2032533802	41.49
01/19/2017	2032549500	Baker & Taylor-Unlabeled	2032549500	168.61
01/19/2017	APAccr2016R		Baker & Taylor-Youth	-11.63
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-13.39
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-20.71
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-41.49
01/19/2017	APAccr2016R		Baker & Taylor-Unlabeled	-168.61

02/14/17

Chelsea District Library

List of Checks for Board Approval

January 2017

Date	Num	Name	Memo	Paid Amount
01/20/2017			Circ Receipts - L/D	-28.94
		Total 982.760 · Youth Print General		115.28
		982.765 · Youth/Teen Special Needs Coll		
01/19/2017	177496404726	Amazon.com	Kinetic Sand for Special Needs	74.97
01/19/2017	177497418690	Amazon.com	Kinetic Sand for Special Needs	24.99
		Total 982.765 · Youth/Teen Special Needs Coll		99.96
		Total 982.755 · Youth Print		215.24
		Total 982.700 · Print		371.16
		982.910 · Adult Collection Restricted		
01/19/2017	2032562972	Baker & Taylor-Adult Memorial	2032562972	344.82
		Total 982.910 · Adult Collection Restricted		344.82
		982.920 · Youth Collection Restricted		
01/01/2017	AccrAP161R		Findaway	-574.95
01/05/2017	204127	Findaway World, LLC	Launchpad Tablets	574.95
		Total 982.920 · Youth Collection Restricted		0.00
		Total 982 · Collection Expense		844.94
		TOTAL		85,109.44

Chelsea District Library
Profit & Loss Prev Year Comparison
January 2017

	Jan 17	Jan 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	827,294.23	840,869.31	-13,575.08	-1.61%
501.001 · Grants	1,000.00	0.00	1,000.00	100.0%
539.000 · State Grants	0.00	3,600.00	-3,600.00	-100.0%
607.100 · Non-Resident Fees	695.50	873.23	-177.73	-20.35%
645.100 · Copiers & Printers	92.25	111.20	-18.95	-17.04%
655.100 · Circulation Fines	1,650.39	1,492.37	158.02	10.59%
665.100 · Interest	21.38	18.48	2.90	15.69%
666.100 · Investment Earnings	6.23	0.42	5.81	1,383.33%
666.500 · Investment Change in Value	353.75	17,958.27	-17,604.52	-98.03%
674 · Contribution & Donation-Public	1,260.00	335.00	925.00	276.12%
Total Income	832,373.73	865,258.28	-32,884.55	-3.8%
Gross Profit				
Expense	832,373.73	865,258.28	-32,884.55	-3.8%
701 · Personnel Expenses	46,314.99	51,523.48	-5,208.49	-10.11%
727 · Supplies	1,386.00	2,235.83	-849.83	-38.01%
801 · Professional Services	12,400.00	11,952.40	447.60	3.75%
803 · Maintenance Service Contracts	3,182.41	2,579.78	602.63	23.36%
850 · Telecommunications	-2,411.48	0.00	-2,411.48	-100.0%
880 · Promotional Materials	2,213.06	1,272.72	940.34	73.88%
884 · Programming	3,929.18	2,240.57	1,688.61	75.37%
885 · Volunteer	0.00	15.79	-15.79	-100.0%
920 · Utilities	0.00	0.00	0.00	0.0%
960 · Board Expense	267.52	70.00	197.52	282.17%
965 · Automation Services	14,383.13	13,726.22	656.91	4.79%
967 · Equipment	2,195.46	0.00	2,195.46	100.0%
969 · Continuing Education Expenses	640.53	7,326.43	-6,685.90	-91.26%
980 · Capital Expense	0.00	0.00	0.00	0.0%
982 · Collection Expense	844.94	12,909.63	-12,064.69	-93.46%
Total Expense	85,345.74	105,852.85	-20,507.11	-19.37%
Net Ordinary Income	747,027.99	759,405.43	-12,377.44	-1.63%
Net Income	747,027.99	759,405.43	-12,377.44	-1.63%

CHELSEA DISTRICT LIBRARY

Fund Balances

January-17

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$165,566.49	\$510,572.85	\$676,139.34
\$2,475.75	\$0.11	\$2,475.86
\$168,042.24	\$510,572.96	\$678,615.20

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,335,898.77	\$359.98	\$1,336,258.75
\$0.00	\$0.00	\$0.00
\$1,335,898.77	\$359.98	\$1,336,258.75

Total General Fund

\$1,503,941.01	\$510,932.94	\$2,014,873.95
-----------------------	---------------------	-----------------------

Debt Service Fund

Bond Debt Retirement Fund Checking

\$257,282.90	\$268,402.49	\$525,685.39
---------------------	---------------------	---------------------

Chelsea District Library Investment Account
As of 01/31/2017

Original Investment

Date	Source	Amount
6/26/2009	General Fund	600,000
12/31/2009	General Fund	254,646
12/31/2010	General Fund	66,000
3/31/2012	General Fund	300
3/31/2012	Cap Improvement Fund	155,274
3/31/2015	Infinex Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
1/31/2017	1,336,259
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	360
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	77,500
General Fund from Investment	124,657
Investment Services Fund (Interest - Fees + Change in Value)	258,302
	1,336,259

Report for 01/31/2017

Note: Fund Adjusts entered 1/3/2017

Note: 2017 Budget moves \$22,500 from Capital Improvement Fund to General Fund

Note: 2017 Budget moves \$20,000 from General Fund to Capital Reserve Fund

Note: 2017 Budget moves \$15,000 from Capital Reserve Fund to General Fund

Chelsea District Library Cash Flow 2017

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$168,043	
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Total expenditures	\$159,063	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,810,060	
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$42,670)	(\$151,609)	(\$136,041)	(\$125,964)	\$69,795	(\$105,041)	
Ending balance	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002	\$63,002	
Income														
Total income	\$647,073	\$484,747	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Other income														
Expenditures														
Total Expense	\$136,500	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,787,497	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Operating cash on hand	\$168,043	\$678,616	\$1,031,732	\$630,683	\$530,514	\$386,180	\$319,500	\$172,054	\$129,384	(\$22,225)	(\$58,266)	\$15,770	\$168,043	
Total income	\$647,073	\$484,747	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Money Market Flow			(\$400,000)					\$100,000			\$200,000	\$0	\$0	
Expenditures	\$136,500	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,787,497	
Net cash flow	\$510,573	\$353,116	(\$401,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$42,670)	(\$151,609)	(\$36,041)	\$74,036	\$69,795	(\$82,478)	
Ending balance	\$678,616	\$1,031,732	\$630,683	\$530,514	\$386,180	\$319,500	\$172,054	\$129,384	(\$22,225)	(\$58,266)	\$15,770	\$85,565	\$85,565	

\$ 400,000 to money market 03/17
add back as needed

Other Income	Process	Location
\$22,500	Capital Improvement Funds - add when transferred	Investment Account
\$45,500	Investment Interest - add when transferred	Investment Account
\$0	Capital Reserve Funds - add when transferred	Investment Account
\$42,041	Money from 2016 Budget - included in Balance Fwd	Checking Account

Chelsea District Library

Donation and Restricted

January 2017

	Jan 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000		
Total 501.001 · Grants	<u>1,000</u>		
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
Total 539.000 · State Grants	<u>0</u>		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	1,000	8,150	(7,150)
674.111 · Designed Youth Programming	0	7,500	(7,500)
674.120 · Undesignated Donation	10		
674.121 · Annual Giving	0	5,000	(5,000)
674.141 · Designated Technology	0	2,000	(2,000)
674.145 · Designated Professional	250		
Total 674 · Contribution & Donation-Public	<u>1,260</u>	<u>22,650</u>	<u>(21,390)</u>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
Total Income	<u>2,260</u>	<u>23,650</u>	<u>(21,390)</u>
Gross Profit	2,260	23,650	(21,390)
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 · TLN Internet Service	<u>0</u>	<u>2,000</u>	<u>(2,000)</u>
Total 850 · Telecommunications	<u>0</u>	<u>2,000</u>	<u>(2,000)</u>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	0	2,500	(2,500)
884.953 · Youth Prog Rest Chelsea Ed Foun	119	1,180	(1,061)
Total 884.211 · Authors in Chelsea	<u>119</u>	<u>3,680</u>	<u>(3,561)</u>
Total 884.210 · Youth Speakers	<u>119</u>	<u>3,680</u>	<u>(3,561)</u>
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	2,500	2,000	500
Total 884.400 · Sonic Sundays	<u>2,500</u>	<u>2,000</u>	<u>500</u>
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	0	2,000	(2,000)
Total 884.500 · Artist In Residence	<u>0</u>	<u>2,000</u>	<u>(2,000)</u>
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	0	50	(50)
884.913 · Adult Prog Rest Gifts SRP	0	650	(650)
884.914 · Adult Prog Rest Gifts MWest LW	0	3,000	(3,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	<u>0</u>	<u>6,200</u>	<u>(6,200)</u>

Chelsea District Library
Donation and Restricted
January 2017

	Jan 17	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
Total 884.920 · Youth Programming Restricted	0	3,000	(3,000)
Total 884 · Programming	2,619	16,880	(14,261)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	0	1,508	(1,508)
Total 982.500 · Local History Preservation	0	1,508	(1,508)
982.910 · Adult Collection Restricted	345	2,280	(1,935)
982.920 · Youth Collection Restricted	0	150	(150)
Total 982 · Collection Expense	345	3,938	(3,593)
Total Expense	2,964	22,818	(19,854)
Net Ordinary Income	(704)	832	(1,536)
Net Income	(704)	832	(1,536)

DIRECTOR'S REPORT

Library Director's Report on January 2017

Respectfully submitted for February 2017 Board Meeting

Staff News

On January 4th, I celebrated my one-year anniversary here at CDL – and what a year it was! I am grateful to the board, staff, and community who made me feel so welcomed and valued. Armed with our Strategic Plan, 2017-2019, I am optimistic about and excited for my second year at the helm of this fine institution!

This month, Chris Berggren joined our team as Administrative Assistant and Shannon Powers became a full-time Adult Services Librarian after a few months as a part-time staffer.

It was a bittersweet moment when Emily Meloche submitted her resignation on January 12th. Emily's relationship with this library started way back when she was a small child visiting the youth area. She was responsible for outstanding, creative programs and resources as an Adult Services Librarian here at CDL, including Midwest Literary Walk, Smarty Pants Trivia, Reading Glasses, Stories of Chelsea, and Place That Face. Staff and patrons will miss her smile, sharp intellect, and passion for her work. We are excited for Emily as she begins a new chapter in her life as the Director of Activities, Wellness, and Public Relations at Silver Maples and look forward to collaborating with her. Good luck, Emily!

Financial Matters

- Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the January 2017 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.
- I met with Michael Voorhies of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on January 17th for a quarterly meeting to review the values, schedules, and security ratings of CDL's investment portfolio.
- I filed the CDL Annual Report/State Aid Application on January 23rd.
- Jerry Wilczynski, Mary Budzinski, Terri Lancaster, Chris Berggren, and I met with Bill Tucker of Abraham & Gaffney, on January 9th to review the audit process at CDL. The firm will begin their work here on February 13th.

Federal Funding and CDL

While most of the Library's revenue is generated locally from property taxes, CDL benefits from federal funds in the following ways:

- The Institute of Museum and Library Services funds the Library Services and Technology Act (LSTA) grant program in Michigan. CDL recently submitted a three-year grant proposal totaling \$345,000.
- LSTA funds support the Library of Michigan's advocacy and outreach efforts.

- LSTA funds provide for the 52 Michigan Electronic Library (MeL) databases our patrons access, including such popular resources as *Biography and Genealogy Master Index*, *Chilton's*, *Heritage Quest*, *Medline Plus*, *New York Times*, and *NoveList*. A complete list follows this report.
- The National Endowment for the Humanities funds a portion of the Michigan Humanities Council (MHC). MHC supports CDL through grants, including last year's community art installation, *WWI Centennial: Strong Foundations/New Possibilities*.
- CDL seeks grant opportunities for programs and exhibits from the National Endowment for the Arts and the National Endowment for the Humanities.

American Library Association (ALA) Youth Media Awards

ALA announced the winners of the 2017 youth media awards on January 23rd. The Newbery Medal went to *The Girl Who Drank the Moon* by Kelly Barnhill, and the Caldecott Medal went to *Radiant Child: The Story of Young Artist Jean-Michel Basquiat*, written and illustrated by Javaka Steptoe. *March: Book Three*, written by John Lewis and Andrew Aydin and illustrated by Nate Powell, swept four awards: the Coretta Scott King (author) Book Award, the Michael L. Printz Award, the Robert F. Sibert Informational Book Award and the YALSA Award for Excellence in Nonfiction for Young Adult. A complete list of honorees follows this report.

Out and About -- January 2017

- Participated in the Chelsea Area Chamber of Commerce selection of small and large businesses of the year – January 5th
- Met with Ann Arbor District Library Director Josie Parker – January 6th
- With Mel Bell and Edith O'Donnell, met with Chelsea High School Principal Mike Kapolka and Director of Technology Scott Wooster to discuss Mobile Beacon grant – January 10th
- Met with Pete Feeney to discuss Library's Strategic Plan – January 11th
- Panera delivery to St. Louis Center for Rotary
- Attended Rotary meeting – January 24th
- Attended Intern Sarah Conrad's farewell luncheon – January 25th
- Attended Emily Meloche's goodbye soiree – January 26th

Looking Ahead to February 2017

- Rotary meeting – February 7th
- Washtenaw Read Authors' Event – February 7th
- Benefit dinner for Bruce Szcodronski – February 9th
- Washtenaw County Community Tourism Action Plan meeting – February 14th
- Lyndon Township meeting – February 15th
- Festival of Tables CSC Benefit – February 25th

Strategic Planning Update

- Strategic Plan Rollout Open House held on January 11th
- Creating a plan to rollout the new mission, vision, and values statements to the public, effective May 1st.
- Undergoing page creation on website to inform public of our Plan progress.
- Metrics committee formed and meeting on February 22nd.
- Demographics committee formed and meeting in late February.
- Performance Measures Dashboard refined to reflect more relevant measures (“refreshed” version follows this report).
- Goals Progress
 - 1.1 Realize the highest potential of the Library facility
 - Investigating facilitators for Design Think process for space usage study
 - Fairy Garden planning begun with Garden Mill with grant funds from Chelsea Are Garden Club
 - 1.2 Continue to diversify the Library’s revenue sources
 - LSTA grant application submitted for mobile WiFi hotspot and Library services vehicle
 - Major events sponsorship page created on CDL website
 - 2.1 Increase awareness and visibility of the Library
 - Planning begun on first Library awareness party scheduled for June 2nd

MeL Databases

[Full Text eJournals](#)
[MeL Databases Help](#)

* Content from this resource is not currently available for discovery via the MeL search box.



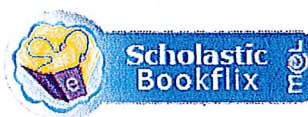
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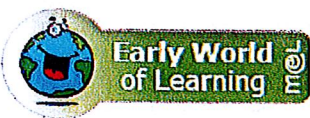
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American Library Association announces 2017 youth media award winners

For Immediate Release
Mon, 01/30/2017

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ATLANTA - The American Library Association (ALA) today announced the top books, video and audio books for children and young adults – including the Caldecott, Coretta Scott King, Newbery and Printz awards – at its Midwinter Meeting in Atlanta, Georgia.

A list of all the 2017 award winners follows:

John Newbery Medal for the most outstanding contribution to children's literature:

"The Girl Who Drank the Moon," written by Kelly Barnhill, is the 2017 Newbery Medal winner. The book is published by Algonquin Young Readers, an imprint of Algonquin Books of Chapel Hill, a division of Workman Publishing.

Three Newbery Honor Books also were named: "Freedom Over Me: Eleven Slaves, Their Lives and Dreams Brought to Life by Ashley Bryan," written and illustrated by Ashley Bryan and published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing Division; "The Inquisitor's Tale: Or, The Three Magical Children and Their Holy Dog," written by Adam Gidwitz, illustrated by Hatem Aly and published by Dutton Children's Books, Penguin Young Readers Group, an imprint of Penguin Random House LLC; and "Wolf Hollow," written by Lauren Wolk and published by Dutton Children's Books, Penguin Young Readers Group, an imprint of Penguin Random House LLC.

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Randolph Caldecott Medal for the most distinguished American picture book for children:

"Radiant Child: The Story of Young Artist Jean-Michel Basquiat," illustrated by Javaka Steptoe is the 2017 Caldecott Medal winner. The book was written by Javaka Steptoe and published by Little, Brown and Company, a division of Hachette Book Group, Inc.

Four Caldecott Honor Books also were named: "Leave Me Alone!" illustrated and written by Vera Brosgol and published by Roaring Brook Press, a division of Holtzbrinck Publishing Holdings Limited Partnership; "Freedom in Congo Square," illustrated by R. Gregory Christie, written by Carole Boston Weatherford and published by Little Bee Books, an imprint of Bonnier Publishing Group; "Du Iz Tak?" illustrated and written by Carson Ellis, and published by Candlewick Press; and "They All Saw a Cat," illustrated and written by Brendan Wenzel and published by Chronicle Books LLC.

Coretta Scott King (Author) Book Award recognizing an African-American author and illustrator of outstanding books for children and young adults:

"March: Book Three," written by John Lewis and Andrew Aydin, is the King Author Book winner. The book is illustrated by Nate Powell and published by Top Shelf Productions, an imprint of IDW Publishing, a division of Idea and Design Works LLC.

Two King Author Honor Books were selected: "As Brave as You," written by Jason Reynolds, a Caitlyn Dlouhy Book, published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing Division; and "Freedom Over Me: Eleven Slaves, Their Lives and Dreams Brought to Life by Ashley Bryan," written and illustrated by Ashley Bryan, a Caitlyn Dlouhy Book, published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing Division.

Coretta Scott King (Illustrator) Book Award:

"Radiant Child: The Story of Young Artist Jean-Michel Basquiat," illustrated by Javaka Steptoe, is the King Illustrator Book winner. The book is written by Javaka Steptoe and published by Little, Brown and Company, a division of Hachette Book Group, Inc.

Three King Illustrator Honor Book were selected: "Freedom in Congo Square," illustrated by R. Gregory Christie, written by Carole Boston Weatherford and published by Little Bee Books, an imprint of Bonnier Publishing Group; "Freedom Over Me: Eleven Slaves, Their Lives and Dreams Brought to Life by Ashley Bryan," illustrated and written by Ashley Bryan, a Caitlyn Dlouhy Book, published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing Division; and "In Plain Sight," illustrated by Jerry Pinkney, written by Richard Jackson, a Neal Porter Book, published by Roaring Brook Press, a division of Holtzbrinck Publishing Holdings Limited Partnership.

Coretta Scott King/John Steptoe New Talent Author Award:

"The Sun Is Also a Star," written by Nicola Yoon, is the Steptoe author award winner. The book is published by Delacorte Press, an imprint of Random House Children's Books, a division of Penguin Random House LLC.

Coretta Scott King – Virginia Hamilton Award for Lifetime Achievement:

Dr. Rudine Sims Bishop is the winner of the Coretta Scott King – Virginia Hamilton Award for Lifetime Achievement. The award pays tribute to the quality and magnitude of beloved children's author Virginia Hamilton.

Dr. Bishop is a winner of numerous awards and has served as a respected member of many book awards committees over the course of her long and distinguished career. Her influential writing, speaking, and teaching articulates the history and cultural significance of African-American children's literature. Her globally cited work, "Mirrors, Windows and Sliding Glass Doors," has inspired movements for increased diversity in books for young people, and provides the basis for the best multicultural practice and inquiry for students, teachers, writers and publishing houses.

Michael L. Printz Award for excellence in literature written for young adults:

"March: Book Three," created by John Lewis, Andrew Aydin, and Nate Powell, is the 2017 Printz Award winner. The book is published by Top Shelf Productions, an imprint of IDW Publishing.

Four Printz Honor Books also were named: "Asking for It," by Louise O'Neill and published by Quercus, a Hachette Company; "The Passion of Dolssa," by Julie Berry and published by Viking Books for Young Readers, an imprint of Penguin Young Readers; "Scythe," by Neal Shusterman and published by Simon & Schuster Books for Young Readers, an imprint of Simon & Schuster's Children's Publishing; and "The Sun Is Also a Star," by Nicola Yoon and published by Delacorte Press, an imprint of Random House Children's Books, a division of Penguin Random House.

Schneider Family Book Award for books that embody an artistic expression of the disability experience:

"Six Dots: A Story of Young Louis Braille," written by Jen Bryant, illustrated by Boris Kulikov and published by Alfred A. Knopf, an imprint of Random House Children's Books, a division of Penguin Random House LLC, wins the award for young children (ages 0 to 10).

"as brave as you," written by Jason Reynolds and published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing Division, is the winner for middle grades (ages 11-13).

"When We Collided," written by Emery Lord and published by Bloomsbury Children's Books is the winner for teens (ages 13-18).

Alex Awards for the 10 best adult books that appeal to teen audiences:

"The Queen of Blood," by Sarah Beth Durst, published by Harper Voyager, an imprint of HarperCollins Publishers.

"The Regional Office is Under Attack!" by Manuel Gonzales, published by Riverhead, an imprint of Penguin Random House.

"In the Country We Love: My Family Divided," by Diane Guerrero with Michelle Burford, published by Henry Holt and Co.

"Buffering: Unshared Tales of a Life Fully Loaded," by Hannah Hart, published by Dey Street, an imprint of William Morrow, a division of HarperCollins Publishers.

"Arena," by Holly Jennings, published by Ace Books, an imprint of Penguin Random House.

"Every Heart a Doorway," by Seanan McGuire, a Tor Book published by Tom Doherty Associates.

"Romeo and/or Juliet: A Choosable-Path Adventure," by Ryan North, published by Riverhead Books, an imprint of Penguin Random House.

"Die Young with Me: A Memoir," by Rob Rufus, published by Touchstone, an imprint of Simon & Schuster.

"The Wasp that Brainwashed the Caterpillar," by Matt Simon, published by Penguin Books, an imprint of Penguin Random House.

"The Invisible Life of Ivan Isaenko," by Scott Stambach, published by St. Martin's Press.

Andrew Carnegie Medal for excellence in children's video:

Ryan Swenar of Dreamscape Media, LLC, producer of "Drum Dream Girl: How One Girl's Courage Changed Music" is the Carnegie Medal winner. Adapted from Margarita Engle's book, a girl in 1930s Cuba aspires to play the drums, a privilege afforded only to boys. Based on the life of Chinese-African-Cuban Millo Castro Zaldarriaga, this story demonstrates how the power of persistence can break barriers, shatter expectations, and make one's dreams a reality.

Laura Ingalls Wilder Award honors an author or illustrator whose books, published in the United States, have made, over a period of years, a substantial and lasting contribution to literature for children.

The 2017 winner is Nikki Grimes, whose award-winning works include "Bronx Masquerade," which won the Coretta Scott King Author Award in 2003, and "Words with Wings," the recipient of a Coretta Scott King Author Honor in 2014. In addition, Grimes received the Virginia Hamilton Literary Award in 2016 and the NCTE (National Council of Teachers of English) Award for Excellence in Poetry for Children in 2006.

Margaret A. Edwards Award for lifetime achievement in writing for young adults:

The 2017 winner is Sarah Dessen. Her books include: "Dreamland," "Keeping the Moon," "Just Listen," "The Truth about Forever," "Along for the Ride," "What Happened to Goodbye?" and "This Lullaby," all published by Viking Children's Books, an imprint of Penguin Young Readers Group, a Penguin Random House Company.

2018 May Hill Arbuthnot Honor Lecture Award recognizing an author, critic, librarian, historian or teacher of children's literature, who then presents a lecture at a winning host site.

Naomi Shihab Nye will deliver the 2018 May Hill Arbuthnot Honor Lecture. The daughter of a Palestinian father and an American mother, Naomi Shihab Nye grew up in St. Louis, Jerusalem, and San Antonio, Texas. The author and/or editor of more than 30 books for adults and children, her latest for young people, "The Turtle of Oman," was chosen as a 2015 Notable Children's Book by the ALA. She has received four Pushcart Prizes, was a National Book Award finalist, and has been named a Guggenheim Fellow, amongst her many honors.

Mildred L. Batchelder Award for an outstanding children's book originally published in a language other than English in a country other than the United States, and subsequently translated into English for publication in the United States:

"Cry, Heart, But Never Break" is the 2017 Batchelder Award winner. Originally published in Danish in 2001 as "Græd blot hjerte," the book was written by Glenn Ringtved, illustrated by

Charolotte Pardi, translated by Robert Moulthrop and published by Enchanted Lion Books.

Three Batchelder Honor Books also were selected: "Over the Ocean," published by Chronicle Books LLC, written and illustrated by Taro Gomi and translated from the Japanese by Taylor Norman; "As Time Went By," published by NorthSouth Books, Inc., written and illustrated by José Sanabria and translated from the Spanish by Audrey Hall; and "The Ballad of a Broken Nose," published by Margaret K. McElderry Books, an imprint of Simon & Schuster Children's Publishing Division, written by Arne Svingen and translated from the Norwegian by Kari Dickson.

Odyssey Award for best audiobook produced for children and/or young adults, available in English in the United States:

"Anna and the Swallow Man," produced by Listening Library, an imprint of the Penguin Random House Audio Publishing Groups, is the 2017 Odyssey Award winner. The book is written by Gavriel Savit and narrated by Allan Corduner.

Three Odyssey Honor Audiobooks also were selected:

"Ghost" produced by Simon and Schuster Audio, written by Jason Reynolds and narrated by Guy Lockard; "Dream On, Amber," produced by Recorded Books, written by Emma Shevah and narrated by Laura Kirman; and "Nimona," produced by HarperAudio, written by Noelle Stevenson and narrated by Rebecca Soler, Jonathan Davis, Marc Thompson, January LaVoy, Natalie Gold, Peter Bradbury and David Pittu.

Pura Belpré Awards honoring a Latino writer and illustrator whose children's books best portray, affirm and celebrate the Latino cultural experience:

"Lowriders to the Center of the Earth," illustrated by Raúl Gonzalez, is the Belpré Illustrator Award winner. The book was written by Cathy Camper and published by Chronicle Books LLC.

Two Belpré Illustrator Honor Books were named:

"Esquivell: Space-Age Sound Artist," illustrated by Duncan Tonatiuh, written by Susan Wood and published by Charlesbridge.

"The Princess and the Warrior: A Tale of Two Volcanoes," illustrated and written by Duncan Tonatiuh and published by Abrams Books for Young Readers, an imprint of ABRAMS.

"Juana & Lucas," written by Juana Medina, is the Pura Belpré Author Award winner. The book is illustrated by Juana Medina and published by Candlewick Press.

One Belpré Author Honor Book was named: "The Only Road," written by Alexandra Diaz and published by Simon & Schuster Books for Young Readers/A Paula Wiseman Book.

Robert F. Sibert Informational Book Award for most distinguished informational book for children:

"March: Book Three," written by John Lewis and Andrew Aydin and illustrated by Nate Powell, is the Sibert Award winner. The book is published by Top Shelf Productions, an imprint of IDW Publishing, a division of Idea and Design Works LLC.

Four Sibert Honor Books were named:

"Giant Squid," written by Candace Fleming, illustrated by Eric Rohmann, a Neal Porter Book, published by Roaring Brook Press, a division of Holtzbrinck Publishing Holdings Limited Partnership; "Sachiko: A Nagasaki Bomb Survivor's Story," written by Caren Stelson and published by Carolrhoda Books, a division of Lerner Publishing Group, Inc.; "Uprooted: The Japanese American Experience During World War II," written by Albert Marrin and published by Alfred A. Knopf, an imprint of Random House Children's Books, a division of Penguin Random House LLC; and "We Will Not Be Silent: The White Rose Student Resistance Movement That Defied Adolf Hitler," written by Russell Freedman and published by Clarion Books, an imprint of Houghton Mifflin Harcourt Publishing Company.

Stonewall Book Award - Mike Morgan & Larry Romans Children's & Young Adult Literature Award given annually to English-language children's and young adult books of exceptional merit relating to the gay, lesbian, bisexual and transgender experience:

"Magnus Chase and the Gods of Asgard: The Hammer of Thor," written by Rick Riordan and published by Disney Hyperion, an imprint of Disney Book Group, and "If I Was Your Girl" written by Meredith Russo and published by Flatiron Books, are the 2017 recipients of the Stonewall Book Awards – Mike Morgan & Larry Romans Children's & Young Adult Literature Award, respectively.

Three Honor Books were selected:

"When the Moon Was Ours," written by Anna-Marie McLemore and published by Thomas Dunne Books, an imprint of St. Martin's Press; "Unbecoming," written by Jenny Downham and published by Scholastic Inc. by arrangement with David Fickling Books; and "Pride: Celebrating Diversity & Community," written by Robin Stevenson and published by Orca Book Publishers.

Theodor Seuss Geisel Award for the most distinguished beginning reader book:

"We Are Growing: A Mo Willems' Elephant & Piggie Like Reading! Book," written by Laurie Keller. The book is published by Hyperion Books for Children, an imprint of Disney Book Group.

Four Geisel Honor Books were named: "Good Night Owl," written and illustrated by Greg Pizzoli and published by Disney Hyperion, an imprint of Disney Book Group; "Oops, Pounce, Quick, Run! An Alphabet Caper," written and illustrated by Mike Twohy and published by Balzer + Bray, an imprint of HarperCollins Publishers; "Go Otto Go!" written and illustrated by David Milgrim and published by Simon Spotlight, an Imprint of Simon & Schuster Children's Publishing Division; and "The Infamous Ratsos," written by Kara LaReau, illustrated by Matt Myers and published by Candlewick Press.

William C. Morris Award for a debut book published by a first-time author writing for teens:

"The Serpent King," written by Jeff Zentner, is the 2017 Morris Award winner. The book is published by Crown Books for Young Readers, an imprint of Random House Children's Books, a Penguin Random House Company.

Four other books were finalists for the award: "Girl Mans Up," written by M-E Girard, published by HarperTeen, an imprint of HarperCollins Publishers; "Rani Patel in Full Effect," written by Sonia Patel, published by Cinco Puntos Press; "The Smell of Other People's Houses," written by Bonnie-Sue Hitchcock, published by Wendy Lamb Books, an imprint of Random House Children's Books, a Penguin Random House Company; and "Tell Me Something Real," written by Calla Devlin, published by Atheneum Books for Young Readers, an imprint of Simon & Schuster Books for Young Readers.

YALSA Award for Excellence in Nonfiction for Young Adults:

"March: Book Three," created by John Lewis, Andrew Aydin and Nate Powell, is the 2017 Excellence winner. The book is published by Top Shelf Productions, an imprint of IDW Publishing.

Four other books were finalists for the award: "Hillary Rodham Clinton: A Woman Living History," by Karen Blumenthal and published by Feiwel and Friends, an imprint of Macmillan Children's Publishing Group; "In the Shadow of Liberty: The Hidden History of Slavery, Four Presidents, and Five Black Lives," by Kenneth C. Davis, and published by Henry Holt, an imprint of Macmillan Children's Publishing Group; "Samurai Rising: The Epic Life of Minamoto Yoshitsune," written by Pamela S. Turner, illustrated by Gareth Hinds and published by Charlesbridge; and "This Land Is Our Land: A History of American Immigration," written by Linda Barrett Osborne and published by Abrams Books for Young Readers, an imprint of ABRAMS.

Recognized worldwide for the high quality they represent, ALA awards guide parents, educators, librarians and others in selecting the best materials for youth. Selected by judging committees of librarians and other children's experts, the awards encourage original and creative work. For more information on the ALA youth media awards and notables, please visit www.ala.org/yma.

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Chelsea District Library Performance Dashboard January 2017

	Jan-16	Jan-17	%change from last Jan	2016 to date	2017 to date
Circulation - Total	26455	25453	-4%	26455	25453
Items	24484	23500	-4%	24484	23500
E-books/E-audio	1752	1577	-10%	1752	1577
E-magazines	219	292	33%	219	292
Non-Traditional		43	NA		43
Hotspots		17	NA		17
Deposit Collection Circulation	NA	24	NA	NA	24
Self-Check Items - Total	2820	3061	9%	2820	3061
New Cards - Total	94	98	4%	94	98
Reference Desk Interactions - Total	2090	1801	-14%	2090	1801
Patron Engagement - Total	2337	1511	-35%	2337	1511
Youth Program Attendance	294	340	16%	294	340
Adult Program Attendance	251	401	60%	251	401
Teen Program Attendance	112	9	-92%	112	9
General Program Attendance	319	243	-24%	319	243
Outreach -- Youth	417	426	2%	417	426
Outreach -- Teen	902	15	-98%	902	15
Outreach -- Adult	42	48	14%	42	48
Awareness Opportunities	NA	29	NA	NA	29
Programs/Visits Offered - Total	102	68	-33%	102	68
Youth	18	18	0%	18	18
Adult	10	14	40%	10	14
Teen	9	1	-89%	9	1
General	5	6	20%	5	6
Outreach -- Youth	19	21	11%	19	21
Outreach -- Teen	35	1	-97%	35	1
Outreach -- Adult	6	6	0%	6	6
Awareness Events	NA	1	NA	NA	1
Door Count - Total	NA		NA	NA	
WiFi Data Usage (GB) - Total	711	1682.96	137%	711	1682.96
Library Internal Public WiFi	711	800.11	13%	711	800.11
Hotspot WiFi	NA	882.85	NA	NA	882.85
Computer Usage/Sessions - Total	9887	12812	30%	9887	12812
Workstations	1451	1306	-10%	1451	1306
Wireless	8436	11506	36%	8436	11506
Website Stats					
Website Sessions	10127	10327	2%	10127	10327
Website Users	5451	6358	17%	5451	6358
Homebound & Deposit Coll. Items	116	124	7%	116	124

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**Chelsea District Library
Assistant Director's Report
January 2017**

Facility

I am happy to report that all of our LED bulbs are still working ☺ We will be finishing up the emergency fixtures on both porticos soon, which will be the end of phase two.

I have had two companies out to measure the carpet in the computer lab and am awaiting samples and quotes from both. It will be our first foray into carpet squares and I am looking forward to the advantages they will give us, like being able to replace worn high traffic areas without having to replace a whole area.

Unfortunately, there have been a few issues with the installation of the new VFD on the HVAC system so it is not up and functioning yet but should be by the end of February. The old one is working fine at this point so the delay should not be a problem.

I am in the process of transitioning to larger capacity hand towel and toilet paper dispensers. They will be much more cost effective, not only in product cost but will save on cleaning staff time by not needing to be changed out as often. We also won't have to order product as often. I am also having more hand soap dispensers installed- one by the workroom sink, one in the staff lounge, and one in the storytime room.

Volunteers

We logged 120 non-book sale volunteer hours in January. Book sale volunteers logged 218 hours this month. The Friends have their annual meeting in February and will have several openings on their board to fill, including president. I will report on their new board members in next month's report.

We had a very successful blood drive in partnership with the American Red Cross, and met our goal of 22 pints of donated blood. Our next drive is scheduled for August.

Strategic Plan

As most of you know, we had a very small turn out for our strategic plan open house this month. I did talk at length with Kristen Van Reesema, a past board member who is now on the school board and was very interested in how we can partner more with the schools. She was also very interested in what is happening with the community center plan. I did attend two community center meetings this month, one that included Kingscott Architects, who are working with the school district to analyze the Washington Street campus. They were also tasked with looking at the community center preliminary plans and assessing how it would fit on the WSEC site. We expect to hear their report at one of the February school board meeting and I will report back once we receive it.

Respectfully submitted-
Linda Ballard, Assistant Director

Chelsea District Library
2017 Volunteer Hours[illegible]

Program Report: January

For January of this year we offered more featured programming than in previous years and had some good attendance despite the threat of bad weather. These programs included a presentation by Michelle Andonian about how she retraced the steps of her grandmother who was a survivor of the Armenian genocide, and also Great Game Day and UFO (Unfinished Objects), two great recreational programs.

Date	Event	Attendance
1/11	Place That Face	11
1/16	MLK Day: Black & Blue Viewing & Speaker	70
1/17	Smarty Pants Trivia	64
1/18	Grow Your Business	1
1/19	Books & Banter	6
1/21	Great Game Day!	18
1/23	This Picture I Gift with Michelle Andonian	33
1/28	UFO Day	8
1/29	Sonic Sunday: Crossbow	165
1/31	Ancestry Aficionados	7
1/31	Reading Glasses	16
Technology Programming		
1/4, 1/18	3D Printing/Scanning	0, 1
1/9	Organizing Your Digital Images	16
1/10, 1/24	Computer Training 1:1	5, 6
Outreach Programming		
1/5	Computer Training 1:1 CRC	4
1/12, 1/18, 1/19	Book Club: Silver Maples, Senior Center,	12, 5, 6
1/17	iPad Class at Dancy	6
1/18	Michigan to Masiphumelele at Glazier	15
Total Programs:	Attendance Total:	427

Upcoming Programs

In February we will have the bulk of our programming regarding our first Washtenaw Reads event. This includes a presentation by the authors at Rackham Auditorium, a presentation by United Way of Washtenaw County on poverty in our area and their financial stability initiative, and a presentation by MSU Washtenaw Extension about how to eat healthy on a budget.

Collections

In January we have been working toward introducing our Basic Reads collection. This collection will include engaging materials for people struggling with literacy, learning English for the first time, those with cognitive impairments that hinder comprehension, or for those who are just seeking a short and interesting read. In addition, we are exploring options for making our collections more accessible and easier to browse.

Statistics

	January 2017	January 2016
2nd floor Ref Desk Interactions	1,021	1,460
Homebound Book Delivery	129	116
Inter-library Loan	10	12
Zinio Checkouts	292	219

From Keegan Sulecki, Head of Adult Services

January was a very busy month with a lot of transition. Shannon Powers officially became full time and took on new duties and shortly after Adult Services Librarian Emily Meloche turned in her resignation to take on a new and exciting opportunity at Silver Maples. We wish her all the best in her new job and look forward to working with her in this new capacity. The vacant position has been posted. Interviews will take place in early February and we hope to find an enthusiastic and innovative candidate to fill this space. We are also in full planning for our 2017 Midwest Literary Walk and we look forward to announcing our lineup of authors soon.

From Shannon Powers, Adult Services Librarian

January marked my first month in my full time position, and the official start of Washtenaw Reads. Highlights included setting up a food drive in the library lobby, with all donations going to Faith in Action's food pantries, and helping to design and distribute postcards for our Eat Healthy on a Budget program, which requires targeted marketing to reach patrons most in need. January was also a chance to continue with preparations for our new adult literacy collection, Basic Reads. Originally intended for new readers or ESL learners, this collection is expanding to include seniors or other patrons with cognitive impairment or other barriers to reading large novels. It's a small collection with a lot of potential to be explored in the coming months.

Chelsea District Library
Monthly Youth Report—January 2017

Submitted by: Karen Persello, Head of Youth & Teen Services

Programs and Attendance (previous year)

Family:	6	(2)	programs	Attendance:	243	(140)
Youth:	18	(18)	programs	Attendance:	340	(294)
Outreach:	22	(54)	programs	Attendance:	441	(1319)
Teen:	1	(9)	programs	Attendance:	9	(112)
Total:	47	(83)	programs	Attendance:	1033	(1865)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
1/7	KinderConcert with the Ann Arbor Symphony				50
1/15	Sonic Sunday:Percussion Ensemble				100
1/20	Homeschool Meetup	18		12	30
1/21	Great Game Day				15
1/22	Sonic Sunday: A2SO Chamber Concert				40
1/28	UFO Day				8
Youth					
1/3, 10, 24, 31	Babytime (4)	55		58	113
1/5, 12, 19, 26	ToddlerTime (4)	42		43	85
1/5, 12, 19, 26	Storytime (4)	32		31	63
1/9	Minecraft Monday	16			16
1/10	K-2 Tuesday	6		3	9
1/14	Sensory Storytime	9		6	15
1/20	READ to the Library Dog	4			4
1/24	Tween Book Club: <i>11 Birthdays</i>	13			13
1/24	Snowy Day Evening Storytime	12		10	22
Community Outreach					
1/4	Community Center Days—makerspace				40
1/11	Special Needs storytimes at North Creek (2)				8
1/18	ECC storytimes (2)				31
1/19	Cub Scout den visit				16
1/24	Author skype visit at BMS				15
1/24	Mr. Robinson's class visit—animal reports				24
1/31	Authors in Chelsea class visits (14)				307
Teen					
1/28	Teen Beginning Crochet		9		9

First Floor Information Desk Reference Statistics: current year (previous year)

Date	Total
January 2017	623 (630)
December 2016	372 (337)
November 2016	337 (548)
October 2016	430 (453)
September 2016	446 (348)
August 2016	422 (550)
July 2016	1388 (977)
June 2016	654 (856)
May 2016	449 (522)
April 2016	444 (380)
March 2016	432 (445)
February 2016	398 (430)

January Highlights

From Karen

- The "What We Carried: Fragments from the Cradle of Civilization" exhibit from the Arab American National Museum was installed this month in the first floor lobby of the library. Containing photographs of personal items that accompanied refugees and immigrants from Iraq and Syria, the exhibit tells the poignant stories surrounding each artifact, family heirloom, or family snapshot that came with each person.
- The youth department is busy finalizing Authors in Chelsea details for March 22-23, including delivering free books by our three authors to the more than 42 classrooms and media centers participating in the event.

Youth Department Volunteers: Youth Service Group--YSG volunteered 27.5 hours in January

- Our teen volunteers were especially helpful and enthusiastic about Great Game Day on January 21st. Three teens stayed 4.5 hours each to help with the program!

January Community Outreach & Meetings:

1/3, 10, 24,31	Management meetings (KP)
1/9	SRSly Coalition meeting (ED)
1/10	CEF Board meeting (ED)
1/13	TLN Youth and Teen Committee meetings (KP, JZ)
1/20	Staff meeting (KP, JZ, ED)
1/25	Director meeting (KP)

Future Program Highlights:

3/1	Dr. Seuss Birthday storytime
3/2	Ballet storytime
3/4	Authors in Chelsea Fun Fair
3/14	Tween Book Club: Masterminds by Gordon Korman
3/18	SAT Practice Test
3/19	Parent Education Series: Strategies for Middle School
3/22-23	Authors in Chelsea school and evening events

From Jessica, Youth and Teen Librarian

January offered several opportunities to start the year off with a bang:

- I hosted the TLN Youth and Teen Committee meetings here at Chelsea. It was the first time I had hosted the meetings and it was a lot of fun to see all of the librarians gathered in McKune and enjoying Chelsea during our lunch break. Both committees made many thoughtful and kind remarks about our Youth and Teen collections and spaces around the library during our tour, too!
- For the Homeschool Meetup on Jan. 20, I put together a short presentation about "fake news" and the concept of news literacy (sometimes called media literacy). This is a fascinating topic to me and I was pleased to see that there are many resources on these topics available for librarians, including a toolkit from *School Library Journal* and a free online tool called Checkology that walks students step-by-step through the critical thinking process required to analyze an article. The parents at the program seemed pleased to have the information, and an older student even sat in on that part of the meeting. I will also be giving this presentation at our library staff meeting on March 24.
- I made my first Authors in Chelsea visit to North Creek deliver books to the first and second grade classrooms and the media center. The teachers loved the Andy Shane books, and the kids are very excited for the March author visit.

From Edith, Youth and Teen Librarian

- CHS Percussion Ensembles concert had another successful year, with many community members attending who were not affiliated with the students
- I organized a meeting with homeschool parents on Jan. 20, where I supplied forms for Teacher cards, and discussed special opportunities available for homeschool students to be a part of Authors in Chelsea. I followed up the meeting with emails to parents who are part of the Homeschool Google Group.
- I held a first-ever skype author visit at Beach Middle School during sixth grade lunch, in collaboration with BMS library clerk Sheryl Dewyer and Scholastic Graphix. The author was James Burks, creator of *Bird and Squirrel*, and former animator for Disney.

Chelsea District Library

Report Period: January 2017

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	418
Database Usage	406
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	12
Homework Help/ Skills Building Sessions	5
Remote Homework Help/ Skills Building Sessions	3
In-Library Homework Help/ Skills Building Sessions	2
Average Length of Tutoring Session (minutes)	2
Test Center Visits	4
Writing Lab Submissions	3
App Visits	40
Unique Visits	21

DATABASE USAGE	
Skill Surfer	43%
eParachute	13%
App Usage	45%

SESSIONS BY LOCATION	
main	2
Chelsea District Library MI	3

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
17	0.03
18	0.03
20	0.1
Average:	0.05

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Monday	1.25
Average:	1.25

TUTORING SUBJECTS REQUESTED %	
Physics	60.0%

Biology	20.0%
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TUTORING SERVICES BREAKDOWN	
Homework Help	62.5%
Writing Lab	37.5%

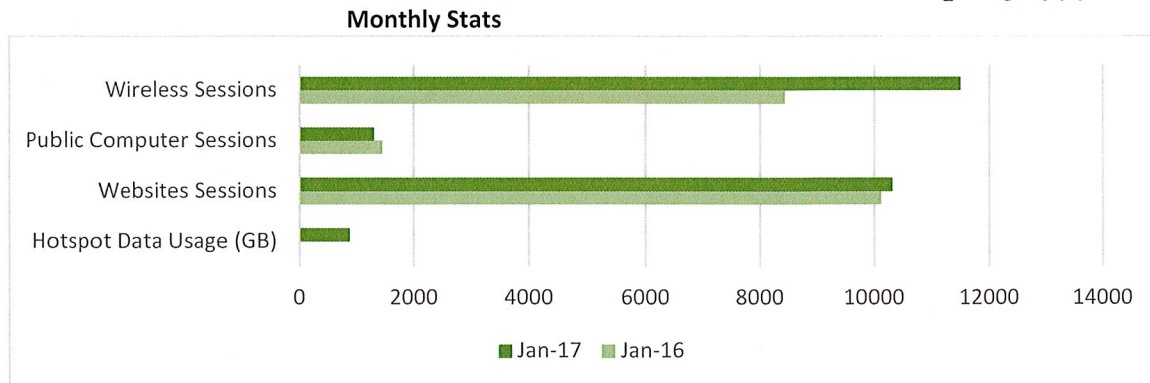
SKILLSURFER USAGE		
Middle School		73%
Grade 8 Math	39%	
Grade 8 Science	23%	
Grade 6 Math	21%	
Grade 6 Science	9%	
Grade 6 Reading	5%	
Grade 7 Math	4%	
ESL		12%
Common ESL Grammar Issues	89%	
Writing	11%	
High School		5%
Biology	75%	
AP Biology	25%	
Parent Corner		5%
Helpful Articles	100%	
College Entrance Exam Preparation		5%
ACT English	50%	
ACT Mathematics	50%	

Technology

Summary of January 2017



Statistics



- Wireless sessions increased from **8,436** sessions in Jan 2016 to **11,506** in Jan 2017.
- Public computer usage decreased from **1,451** sessions in Jan 2016 to **1,306** sessions in Jan 2017.
- Website sessions increased from **10,127** sessions in Jan 2016 to **10,327**, sessions in Jan 2017.
- Total data used via the hotspots (Twp and checkout) for Jan 2017 was **882.85 GB**

From: Ron Andrews – Head of Technology

Most of our effort in January was completing and filing our LSTA grant for Rover. Melanie, Lori and I spent many hours researching, gathering statistics and demographic data, and writing the grant. We will hopefully hear something in March.

Budget

- I created a matrix for myself this year to keep up with the many accounts and vendors that we have monthly, quarterly and yearly. It has already helped greatly in keeping up with this year's bills.

Collections

- January orders from Midwest Tapes went in for Feature and Lucky Day DVDs. It is award season so I am trying to stay on top of the newest releases so that we can get the out on time.
- Planning a major weed for the Feature and TV DVD sections, we are out of space for new content. This should happen in February.

Programming

- Planning for the spring went fast. We are branching out the 3D Printer/Scanner program to open it up to 8-17 year olds with an accompanying adult. We have had some feedback that there was interest so we shall see. We will then start in April and open session to adult and 8-17 with accompanying adult. I also had several requests for Facebook so I am offering that again in the spring.

- iPad @ CRC, the CRC 1:1 and our regular 1:1 sessions went well and we had a little larger group, many of which the questions were for new digital devices received over the holidays
- Organizing Digital Images workshop went very well with 9 people in attendance.

Meetings

- eContent Policy met in January and we are moving forward with asking the Destination Download Libraries their preference in updating and increasing our content budget. We will present at the February meeting a ballot for a %15 or %20 increase. This is necessary since the Destination Download budget has not had an increase in eight years. I also created and provided them a survey for the entire consortium with basic questions to determine need and use information. We had 2366 responses and I will present the base results at the eContent meeting in February. It is also taking a long time to compile the written comments, which we will share with the group and send to OverDrive.
- ILS Committee met to review upcoming Vendor demonstration scheduled in February. We reviewed the questions and the 6 days of presentations. We have selected 3 Vendors as finalists.
- Setup and attended a webinar on Project Outcomes from State Library.

Technology

- Helped Melanie add two new monitors as replacements to the public workstations.
- Melanie and I also met to review the technology budget and discuss a timeline of projects, equipment and outreach for the coming year.

From: Melanie Bell – Network Administrator

Mobile Beacon Grant Update

A company called Manage Mobility is processing and configuring our Mobile Beacon Grant Hotspots. There has been a delay in the processing due to some procedural issues between Mobile Beacon and Manage Mobility. The go live date for this project will need to be moved back to March, as the hotspots will not be delivered back to the library until the end of February.

Public and Staff Computers:

- Installed software on the Adult Service laptop that will allow volunteers to clean up the scanned text of the historical newspapers to increase their searchability. Also wrote up some basic instructions.
- Ron and moved the positioning of the reference desk computers and installed new monitors.
- Volunteer machine was running slow and had some networking problems. Fixed those so that it's back up and running smoothly.

Website:

- Worked on updating the menus and past authors on both the Midwest Lit Walk and Author's in Chelsea websites. The new Author's in Chelsea site is live and the new Midwest Lit Walk site will go live in February.
- While working on those two sites I discovered a better way to do the side menus on our main site. Will be working on updating those in February.
- I've received a number of email alerts about hacking attempts on the admin login page for our websites. I will be changing the URL for these sites in Feb. to hopefully prevent further attempts.

Broadband Update:

- Attended Michigan Broadband Cooperative (MBC) Board Meeting.
- Chaired Washtenaw Broadband Initiative meeting.
- MBC is working on finalizing a fiber to the home feasibility study with Sharon Twp. During that process, MBC discovered there might be a way to reduce the costs for the Lyndon Twp fiber to the home build.
- This means that we will be pushing the ballot proposal for Lyndon Twp back to the August 2017 election. For more information please check out mbcoop.org
- MBC will be presenting at Manchester Twp Hall Feb. 14 at 7pm.

Other:

- As Ron mentioned we taught an Organizing Digital Images class and spent many hours working on the LSTA grant.
- I ran a 3D demo at the Community Days (hosted at Washington Street education center). We printed 20 objects and had about 30 people stop by to watch. Several kids and adults expressed interest in the device. Volunteers Meg Gower and Charlie Taylor helped.
- I was able to run our first 3D printing session using the new printer donated to us in December (that Charlie put together).

Submitted by

Ron Andrews & Melanie Bell

February 9, 2017

MARKETING BOARD REPORT

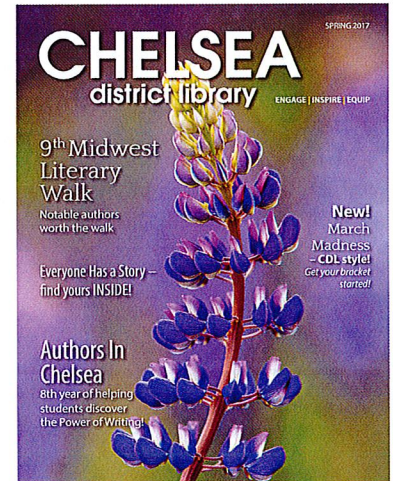
January 2017

Marketing Highlights

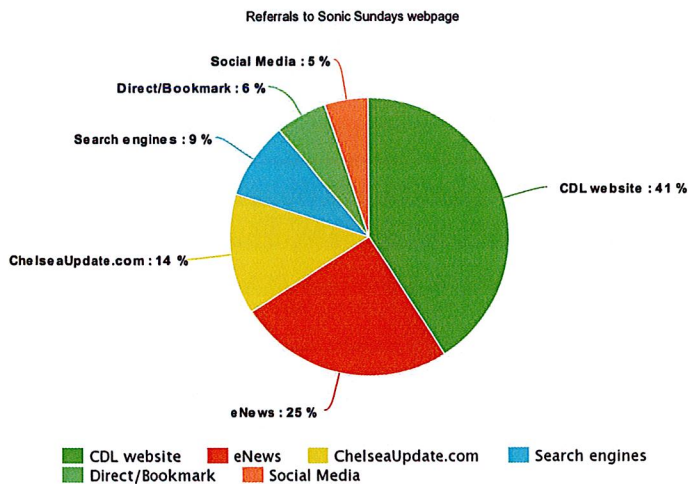
Spring Newsletter

After a month of tweaking and editing, our redesigned newsletter was sent to the printer for production! Look for it in your mailboxes the weekend of February 17. I am very happy with the end results and hope that you feel the same way! From the front cover highlighting local photographer Rick Stratmans' work to the back cover with our new "Perspective" column, there is something to catch almost every eye! Content has been moved around a bit, so here's a list of where to find both new items and your favorites:

- Relocated articles
 - Director's Chair renamed "Snap Shot" — page 2
 - Library contact information along with our mission, hours, closing and volunteer opportunities — page 2
 - Friends — page 3
 - This Quarter's Major Programs — page 5
 - Adult section — pages 6&7
 - Technology section — page 8
 - Teen section — page 9
 - Youth section — page 10&11
- New articles
 - Cover artist credit — page 2
 - Feature article highlighting the Spring newsletter's theme (Stories) — page 4
 - Additional articles about special events, services, database, and collections — throughout pages 6–11
 - Perspective Column — back cover (page 12)



Sonic Sundays

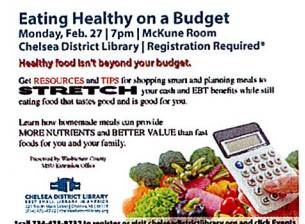


This was the first year this program had its own page on our website, making the program more visible on our website and allowing us to promote the program as a whole. In previous years, web promotion drove people to a specific calendar listing on our eVanced calendar, limiting the person to view only one of the series' performances. Now, when someone links to the page to view information about one performance, they can see future performances as well. Since December 2016 the page has been viewed 345 times. Please refer to the pie chart on the right to see the breakdown of referrals to this page.

Although it is difficult to attribute changes to attendance to one specific factor, January attendance was up 10% from 2016.

Washtenaw Reads

Our county-wide read continues this month with the promotion of the Authors Event on Feb. 7 at Rackham Auditorium, Ann Arbor, our Food Drive to support Faith and Action, a poverty simulation on the library's 2nd floor, and our two February programs: Poverty Here? (2/22) and Eating Healthy on a Budget (2/27.) For our Eating Healthy on a Budget program, presented by Washtenaw County MSU Extension, postcards were created and distributed to outlets targeted to reach our local low income population.



MARKETING BOARD REPORT

January 2017

Authors in Chelsea

The Authors in Chelsea webpage has been updated using the CDL main website template and has been migrated over under the main CDL website domain. The update allowed us to extend consistent CDL branding to the program and make it accessible from our main website through either our main menu “Events” tab or directly by entering chelseadistrictlibrary.org/authors-in-chelsea. The old website will continue to redirect to the new page for those who have it bookmarked. This year’s brochure was created and will be distributed to Chelsea School classroom (K–6) mid-February. An avenue banner application was filed with the city and new footers were ordered for this year’s event.



March Madness – CDL Style



Beginning March 1st, voting will be open for CDL’s first-ever **March Madness**. Visit chelseadistrictlibrary.org/march-madness to see who’s in the Sweet 16 and what the match-ups are. Then place your vote to send your Elite 8 onto the next round! Want to place your vote in person? Visit the display on the second floor to join in the fun!

2017 Midwest Literary Walk

All five authors have been finalized for the Midwest Literary Walk, adding Derek Palacio – *Mortifications* and Aireia D. Matthews – *Simulacra* to the existing list. We continue to work on updating the new webpage with 2017 content and formalizing plans for this year’s event.



Miscellaneous Marketing


- Research offering patrons an eCard that could be applied for online and would access digital collections only.
- Promote and Prepare for Strategic Plan Open House and work event
- Update Income Tax Forms on CDL website and promote
- Attend meeting with Will Johnson to discuss the distribution of his new book as a fundraising for our endowment fund
- Worked with Lori to provide CDL graphics for LSTA “Rover” Grant
- Worked with Mel to “tweak” CDL main menu navigation
- Changed CDL website homepage to default to “Trending” items rather than the event calendar
- Scheduled library closing alerts on website and created tasks to post on Nixle and in-library throughout the year

Outreach

- Festival of Tables — The committee met to finalize plans for our “Peanuts Gang” table, assign duties, schedule a mock-up session and sign up for event set-up and hosting.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

Feb. 7: '\$2.00 a Day' authors to speak at Rackham Hall

 chelseaupdate.com/feb-7-2-00-day-authors-speak-rackham-hall/

1/30/2017

WASHTENAW**reads**
P R E S E N T S

BOOK-MAN-CONVERSATION





The event includes a book signing and books will be available for sale

Kathryn J. Edin & H. Luke Shaefer

AUTHORS OF *\$2.00 A Day: Living on Almost Nothing in America*
NEW YORK TIMES NOTABLE BOOK, NEW YORK TIMES BOOK REVIEW EDITORS' CHOICE,
HILLMAN PRIZE FOR BOOK JOURNALISM, SHORT LISTED FOR THE J. ANTHONY LUKAS BOOK
PRIZE BY THE COLUMBIA UNIVERSITY GRADUATE SCHOOL OF JOURNALISM

Tuesday, February 7
7–9:00 pm
Rackham Auditorium
915 E. WASHINGTON STREET | ANN ARBOR
Doors open at 6 PM



WASHTENAWreads**2017**

WREAD.ORG

Washtenaw Reads is a community initiative to promote reading and civic dialogue through the shared experience of reading and discussing a common book.

(Chelsea Update would like to thank Keegan Sulecki for the information in this story.)

In our first **Washtenaw Reads**, **Chelsea District Library** (CDL) joins the libraries of Ann Arbor, Dexter, Milan, Northfield Township, Saline, and Ypsilanti to promote reading and civic dialogue through the shared experience of reading and discussing a common book.

The book chosen for the 2017 Washtenaw Reads is *\$2.00 a Day: Living on Almost Nothing in America* by Kathryn J. Edin and H. Luke Shaefer. This powerful book details the lives of six different families living on less than \$2 a day, along with discussion of the national debate on work, income inequality, and what to do to address this at-need population.

Copies of the book are available for checkout at participating libraries and all are encouraged to attend a free author event at Rackham Auditorium on Tuesday, Feb. 7 from 7-9 p.m. Join us for the chance to hear the authors discuss their research, address questions from the audience, and sign books after the presentation.

Community groups will be in the lobby to share information on the services they provide for fellow citizens in need. These groups will include: Ozona House, Alpha House, Food Gatherers, Catholic Social Services (Senior Home

In addition to this opportunity to meet the authors, other programs and discussions will be available.

At CDL on Wednesday, Feb. 22 at 7 p.m., Pam Smith, President and CEO of United Way of Washtenaw County, will provide information on their initiative to increase financial stability for low-income individuals and families, and how Chelsea community members can get involved.

On Monday, Feb. 27 at 7p.m., a nutritionist from Washtenaw County MSU Extension will provide a presentation at CDL on how to eat healthy on a budget, plus offer tips to help members of our community who live on a limited or fixed income.

Those interested in attending any of the events at CDL can register at www.chelseadistrictlibrary.org or call 734-475-8732 x219.

For more information about Washtenaw Reads events at all participating libraries, and for related resources, visit www.wreads.org.

Circulation Supervisor's Report January 2017

- Circulation – 25,453 or 4% lower than last January;
25,453 YTD or 4% lower than this time last year.
- Patron Count- 13,136 or 9% lower than last January (Est.);
13,136 YTD or 9% lower than this time last year (Est.).
** Does not include offsite programs.
- Circulation by township- for January
 - Dexter = 11% of total transactions – same as last month
 - Lima = 13% of transactions – lower than month
 - Lyndon = 15% of transactions – same as last month
 - Sylvan = 14% of transactions - lower than last month
 - Chelsea = 35% of transactions – higher than last month
- January Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in January – 30, Self-check was 11% of items checked out in January; Overdrive = 1577 in January; Zinio = 292 in January.
- Registrations for January– 98 new cards; 9597 total card holders
*Dexter = 1223 cards; Lima = 1105 cards; Lyndon = 1513 cards
*Sylvan = 1611 cards; Chelsea = 3533 cards; Nonresident = 612 cards

Circulation Activities:

- We received 5 to 12 tubs in the run each day M-F with a total of 140.5 in January. TLN was closed 2 days January 2nd for New Year's day and MLK day.
- Susan Ogden celebrated her 1-year anniversary on January 5th.
- I made the switch to my new office and have spent the month training Chris Berggren to take over the Administrative Assistant duties and attempting to get organized.
- Attended the Strategic Plan open house on January 11th.
- I attended the January TLN Circulation committee meeting remotely on January 12th, due to the bad weather and the meeting taking place in Waterford.
- I also attended a webinar on Outcome Measurements Made Easy with PLA's (Public Library Association) Project Outcome on January 12.
- We started the patron & collection database clean up. Aids have been shelf checking and Assistants have been discarding items no longer in the library and removing patrons who have not used their account since 2008 but had some fines that we removed. We removed 92 patrons and 201 items. This cleanup will continue for the next few months in preparation of a possible change in our ILS system. These two processes will be done on a regular basis from now on. We will also be mailing letters to patron who have lost or damaged amounts on their accounts that have not been into the library in the past year.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2017

Average Daily Circulation						
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Jan.	840	700	811	760	720	673
Feb.						463
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Mnth Avg						
Avg.% Inc.						

These figures represent all materials charged, renewed, or routed out, not just ours & include Overdrive & Zinio

2017	Items Added	Total Items
Jan	936	71,943
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	936	71,943

Zinio Circ (downloadable e-magazines)				
	2017	2016	2015	2014
Jan	292	219	206	
Feb		297	413	
Mar		207	275	
April		254	245	
May		213	201	275
June		291	263	202
July		160	265	293
Aug		203	369	251
Sept		125	162	208
Oct		262	179	219
Nov		267	207	241
Dec		343	205	279
Total		2,841	2,990	1,968

with OD & Zinio

ckouts.

-4%

2016	2017	SifChk/ Check-outs only		
Totals	Total	Days	Per Day	ChkOuts
2820	3061	30	102	11%
2608				
3032				
2941				
2580				
2901				
3528				
3554				
2221				
2447				
2689				
2142				
33463	3061			11%

This is based on actual checkouts, Overdrive & Zinio are done online.

Overdrive Circ (downloadable e-books, audio books and music)				
2017	2016	2015	2014	2013
1577	1752	1295	1295	957
	1638	1418	1244	861
	1552	1502	1366	960
	1386	1278	1293	1066
	1464	1425	1027	948
	1344	1445	1343	900
	1508	1570	1379	1013
	1618	1516	1262	1095
	1438	1448	1341	883
	1571	1512	1498	1023
	1504	1585	1340	889
	1423	1547	1462	1030
1577	18198	17541	15850	11625

Average Daily Door Count 2017

Average Daily Door Count 2017						
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Jan.	511	468	477	465	404	417
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Monthly average						
Avg. % increase						

Registered Card Holders

Trans	% Tot	SEMCOG Dec2010	% of Pop
Jan-17	Trans	Pop.	Regist
20,541		14971	
2334	11%	1994	60%
2768	13%	2480	47%
3108	15%	2720	57%
2964	14%	2833	60%
7226	35%	4944	69%
			58%
402	2%		
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Item Circulation 2017

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COMMUNICATIONS

Agenda - Regular Meeting
Board of Education
Chelsea School District
January 9, 2017

BOARD OF EDUCATION
CHELSEA SCHOOL DISTRICT
JANUARY 9, 2017
6:30 PM
REGULAR MEETING
NORTH CREEK
AGENDA

Order of Business

*Denotes Attachment

1. Call to order/roll call/adoption of agenda/consent grouping
2. Administration of oath of office by Superintendent Helber to newly-elected Board Members Shawn Quilter and Kristin van Reesema: "Do you hereby accept the Office of Member of the Board of Education of the Chelsea School District, Washtenaw and Jackson Counties, State of Michigan, for the ensuing term of six years? Do you solemnly swear that you will support the Constitution of the United States and the Constitution of this State, and that you will faithfully discharge the duties of the Office of Member of the Board of Education according to the best of your ability? And do you hereby certify that you are a legal voter in said School District?" If so, answer, "I will and I do."
3. * Approval of the minutes from the December 12, 2016, Board Meeting.
4. Election of Board of Education Officers
 - a. Action Item 43-12-13: Election of President
 - b. Action Item 44-12-13: Election of Vice-President
 - c. Action Item 45-12-13: Election of Secretary
 - d. Action Item 46-12-13: Election of Treasurer
5. Communications
6. Special Presentations
 - a. North Creek Highlight - Penny Olsen
 - b. Young Fives - Luman Strong
7. * Staff Reports
 - a. North Creek - Luman Strong
 - b. Operations - Denis Taylor
 - c. Technology - Scott Wooster
 - d. Food Service - Carrie Hall
 - e. Transportation - Rick Boham
 - f. Special Education - Lisa Nickel
8. Board Member Reports
9. Public Input
10. Superintendent/Board Discussion
11. * Consent Action Items:

Agenda - Regular Meeting
Board of Education
Chelsea School District
January 9, 2017

- a. Action Item 47-16-17. Superintendent Helber recommends the Board approve the guidelines for the Student Board Liaisons.
- b. Action Item 48-16-17. Superintendent Helber recommends the Board approve the new and revised Board Policies:
- c. Action Item 49-16-17. Superintendent Helber recommends the Board approve the CHS 2017-2018 Course Offerings.

12. * Information/Discussion

- a. Young 5's Programing
- b. Donation of \$1,000 from Surface Dynamics and Roberts Paint and Body to be used for Chelsea students' needs.
- c. Independence Hall's field trip request to travel to Traverse City, MI from January 31 through February 3, 2017 to participate in the Special Olympics Winter Games.
- d. Board Liaisons and Committees

13. Public Input

14. Superintendent Report

15. Commendations/Thank-you

16. Upcoming Events

- Monday, January 16 - No School for Students - 1/2 Day for Teachers - Martin Luther King Jr. Day
- Monday, January 23 - 6:30 PM - Board Meeting - WSEC
- Monday, February 13 - 6:30 PM - Board Meeting - WSEC
- Monday, February 20 - No School - Presidents Day
- Monday, February 27 - 6:30 PM - Board Meeting - WSEC
- Monday, March 13 - 6:30 PM - Board Meeting - Beach Middle School
- Monday, March 27 - 6:30 PM - Board Meeting - WSEC

17. Closed Session, if necessary. (MCL 380.503)

18. Other

19. Adjournment

Agenda - Regular Meeting
Board of Education
Chelsea School District
January 23, 2017

BOARD OF EDUCATION
CHELSEA SCHOOL DISTRICT
JANUARY 23, 2017
6:30 PM
REGULAR MEETING
WSEC
AGENDA

Order of Business

*Denotes Attachment

1. Call to order/roll call/adoption of agenda/consent grouping
2. * Approval of the minutes from the January 9, 2017, Board Meeting.
3. Special Presentations
 - a. Board Appreciation Recognition
 - 1) iMovie Trailer - Beach Middle School
 - 2) South Meadows - Thank You
 - b. CHO Field Trip to Scotland Presentation
 - c. Cross Indicator Analysis - Lisa Nickel
4. Communications
5. * Staff Reports
 - a. CHS - Mike Kapolka
 - b. Beach - Nick Angel
 - c. Finance and Administrative Services - Michelle Cowhy
 - d. Instruction, Curriculum and Human Resources - Marcus Kaemming
 - e. Athletics - Brad Bush
 - f. South Meadows - Stacie Battaglia
6. Board Member and Student Liaison Reports
7. Public Input
8. Superintendent/Board Discussion
9. * Consent Action Items:
 - a. Action Item 51-16-17. Superintendent Helber recommends the Board accept a donation of \$1,000 from Surface Dynamics and Roberts Paint and Body to be used for Chelsea students' needs.
 - b. Action Item 52-16-17. Superintendent Helber recommends the Board approve Independence Hall's field trip request to travel to Traverse City, MI from January 31 through February 3, 2017 to participate in the Special Olympics Winter Games.
10. Individual Action Items
 - a. Action Item 53-16-17. Superintendent Helber recommends the Board approve implementing a Young Fives program at North Creek if fiscally feasible.
11. * Information/Discussion

Agenda - Regular Meeting
Board of Education
Chelsea School District
January 23, 2017

- a. Finalized Board Liaisons and Committees
- b. Reproductive Health Co-Chair Appointment

12. Public Input

13. Superintendent Report

- a. Recognition of Bert Kruse in his 50th year of coaching track

14. Commendations/Thank-you

15. Upcoming Events

- Monday, February 13 - 6:30 PM - Board Meeting - WSEC
- Monday, February 20 - No School - Presidents Day
- Monday, February 27 - 6:30 PM - Board Meeting - WSEC
- Monday, March 13 - 6:30 PM - Board Meeting - Beach Middle School
- Monday, March 27 - 6:30 PM - Board Meeting - WSEC

16. Closed Session, if necessary. (MCL 380.503)

17. Other

18. Adjournment

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, December 15, 2016**

DRAFT

Present: Executive Director & City Staff Liaison Hanifan, Finger, Heydlauff, Lindauer, O'Reilly, Merkel, Patrais, Weiser

Absent: Fairfield, Livengood, Sanville, Schwarz

Others Present: City Council Member Albertson; Lisa Allmendinger ChelseaUpdate.com, Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith & Melinda Whitner of MC Smith Associates

1. Executive Director John Hanifan opened the meeting at 7:45 a.m. once a quorum of 7 was present, and welcomed our guests from MC Smith Associates.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment – none
5. **Motion by Lindauer second by Heydlauff to approve the regular agenda. All Ayes.**
6. **Motion by O'Reilly second by Weiser to approve the minutes of the November 17, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief update on the Mack Building; the State of Michigan approved Phase 2 in the grant process last night (12/14/16). At the January DDA Meeting we expect to be approving the Purchase Agreement for the building to be purchased by 'Mack Building LLC'.
10. **New Business**
 - **A Motion was made by Finger, seconded by Lindauer, to approve the 2017 DDA Board of Directors Meeting Schedule as presented (the 3rd Thursday of every month @ 7:30 a.m. in the Chelsea Municipal Building – Council Chambers). All Ayes.**
 - Hanifan introduced our guests, Tiffany Smith & Melinda Whitner of MC Smith Associates who then reviewed their company and process, the DDA/Public input from our previous design concept, and open discussion of design elements for the Palmer Lot/City Center project. MC Smith is scheduled to attend the January 19th, 2017 DDA Board Meeting and present a Concept Plan. We are then hoping for Public Meeting(s) and final drawings for the February meeting. Construction drawings are targeted for the March meeting in order to make this a 2017 construction project.

-

11. Unfinished Business

- Project list under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house; depot and parking new parking lot behind the Church (plan for and add to budget cycles). Municipal Parking Lot repairs.

12. Announcements

Bob Pierce reported that the Chelsea Area Festival / Home Town Holiday weekend was very successful, best attendance in 12 years! Chamber is closing out 2016 and looking forward towards 2017.

Adjournment – Motion by Merkel 2nd by Lindauer, to adjourn the meeting at 8:30 am. All Ayes.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, January 19, 2016**

DRAFT

Present: Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Lindauer, O'Reilly, Livengood, Patrais, Schwarz, Weiser

Absent: Merkel, Sanville

Others Present: City Council Member Albertson; Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith, Melinda Whitner & Jolanta (Architect) of MC Smith Associates, Hank Muir

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum of 7 was present, and welcomed our guests from MC Smith Associates.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment – none
5. **Motion by Lindauer second by Heydlauff to approve the regular agenda. All Ayes.**
6. **Motion by O'Reilly second by Lindauer to approve the minutes of the December 15, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board
 - Hanifan distributed a letter regarding taxes levied for library purposes and tax incremental financing authorities; more information to follow.
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief update on the Mack Building; the Grant Agreement was signed with the State of Michigan yesterday; this document needs to be part of the Purchase Agreement for the sale of the Mack Building.
 - We will review the Purchase Agreement at a Special DDA Board meeting set for February 2, 2017 at 7:30 a.m. We will also review long term projects and financing options (Palmer Lot Project & Municipal Lot).
10. **New Business**
 - MC Smith Associates presented an overview of their Site Context Plan for the Palmer Lot Event Space, as well as a Planning & Construction Schedule and itemized cost schedules. The next steps are to review the cost options, enter into a Professional Services Contract, have a site survey completed, and develop Construction Drawings.
 - The Plan presented is in line with the DDA requested options; the DDA needs to review for scope, overall project details and cost.

11. Unfinished Business

- Project list under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house; depot and parking new parking lot behind the Church (plan for and add to budget cycles). Municipal Parking Lot repairs.

12. Announcements

Bob Pierce announced the Chamber's Business Leadership Awards: Large Business – Silver Maples, Small Business – Chelsea Senior Center. The Chamber has made a couple staff adjustments (Lee Schwarz – Administrative Assistance, Leslie Alvarez – Membership Coordinator). This evening is the ribbon cutting for the new WAVE office, the Chocolate Extravaganza is upcoming February 11th, and the annual meeting February 16th.

Adjournment – Motion by Finger 2nd by Schwarz, to adjourn the meeting at 9:45 am. All Ayes.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 21, 2017 Board Packet

880,900 Promotional Restricted
884,900 Programming Restricted
967,900 Equipment Restricted
980,900 Capital Restricted
982,900 Collection Restricted

Accept January donations and changes to the 2017 FY Budget.

[illegible]

Acknowledge the donations below that are already in the 2017 budget.

Sub Total: \$

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: \$

Janice L. Carr, Board Secretary

Date _____

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 21, 2017 Board Packet

- 880,900 Promotional Restricted
- 884,900 Programming Restricted
- 967,900 Equipment Restricted
- 980,900 Capital Restricted
- 982,900 Collection Restricted

Accept donations and changes to the 2016 FY Budget.

		Income Line - Expense Line	
12-22-16	Donation of 3D Jellybox Printer	674.142	980.400 \$894.00
12-26-16	Mobile Beacon Grant (25 hotspots & 25 laptops)	674.141	967.120 \$20,000.00

Total General Donations: \$ 20,894.00

Janice L. Carr, Board Secretary

Date

COMMITTEE INFO & MINUTES

The fundraising committee met on January 31, 2017.

Most of our discussion was about "awareness" meetings. We are NOT fundraising at this time. We are just making the public more aware of what the library does for the community. We will be running for a millage, probably starting in 2018, and do not want to ask for money at this time and save our "asks" for passage of a millage.

Will Johnson has offered his book as a bonus for donations of \$1000.00. We decided that we need to focus on the library, not the hospital, but did discuss working with the hospital on "Stories of Chelsea" and having Will's book available at that time. (In subsequent discussion after the meeting, we decided that we didn't need to do a program solely for the hospital and Will's book. There are at least three other groups in town that have his book as an incentive and most people that want one already have one. So this idea was dropped).

We then looked at six "cultivation" events in the upcoming two years. The plan at this point is to target different groups of the population at each event, and try to coordinate each event with a program that has already been planned at the library. Important points to remember are:

Timing
Content
Location
Target Audience

Tentative plans include:

June 2017 "Arts" There will be a pianist playing at the library, and we could coordinate a party the night before. Peter Feeney has offered his parents' home for this. But still to be determined.

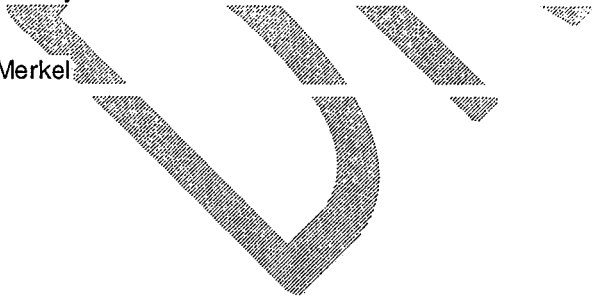
Sept. 2017 "Millennials". Event with Paul Burch at Robin Hills Farm?

Winter 2018 "Kids Programs" at the library & around town

Fall 2018 "Farmer Exhibit" would coordinate something with outlying townships

Submitted by

Anne Merkel



Chelsea District Library Board of Trustees 2017 Board Committees

Governance

Appendix #3

Approved: January 17, 2017

	Fundraising Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich		Chair		X	X
Anne Merkel	Chair	X			
Jerry Wilczynski			Chair		X
Elizabeth Sensoli	X			X	
Charlie Taylor			X		
Susan Lackey	X		X		Chair
Jan Carr		X		Chair	

Janice L. Carr

1-17-17

Janice L. Carr, Board Secretary

Date

The first part of the paper discusses the importance of understanding the local context in which a project is implemented. This includes a thorough analysis of the social, economic, and cultural factors that may influence the success or failure of the intervention. It is essential to engage with the community from the outset, ensuring that their voices are heard and their needs are met. This participatory approach not only fosters a sense of ownership and commitment among the community members but also allows for the identification of potential challenges and the development of strategies to address them.

The second part of the paper explores the role of leadership in driving change. Effective leaders are those who are able to inspire and motivate others, to set a clear vision, and to create a supportive environment for innovation and growth. They must also be able to build strong relationships with stakeholders, both within the community and with external partners. Leadership is not a static role; it evolves over time as the needs and circumstances of the community change. Therefore, leaders must be flexible and adaptable, willing to learn from experience and to adjust their strategies as needed.

The third part of the paper examines the importance of monitoring and evaluation in assessing the impact of an intervention. This involves the collection and analysis of data to measure the progress of the project and to identify areas for improvement. It is crucial to use a variety of methods, including both quantitative and qualitative approaches, to ensure a comprehensive understanding of the project's impact. Monitoring and evaluation should be an ongoing process, integrated into the project's implementation rather than a separate activity at the end. This allows for timely adjustments and ensures that the project remains relevant and effective throughout its duration.

Finally, the paper discusses the importance of sustainability in ensuring that the benefits of the intervention are maintained over the long term. This requires the development of self-sustaining structures and systems that can continue to operate after the initial support has been withdrawn. It involves building the capacity of the community to manage its own affairs, to identify and solve problems, and to seek out opportunities for growth and development. Sustainability is not a one-time achievement; it is a continuous process that requires ongoing support and commitment from all stakeholders involved.